Wisconsin Department of Public Instruction

CACFP BULLETIN

June 2023-12

Announcements from the Child and Adult Food Care Program (CACFP)

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New Federal Fiscal Year (FFY) 2024 Income Eligibility Documents (CC, HS, OS, ADC, FDCH)

FFY 2024 Household Size Income Statement (HSIS), Household Letter, and Household Size Income Scale

These forms have been revised and are posted on the [Guidance Memorandum (GM)](#) webpages under GM 1 and GM I for FDCH sponsors.

Start using these documents on July 1, 2023.

From this point forward distribute the FFY 2024 (June 2023 revision) Household Letter and HSIS to all newly enrolling participants.

The FFY 2024 HSIS does not have to be completed by participants who have current and valid HSIS on file until their current form expires. At that time, provide these households with a FFY 2024 Household Letter and HSIS.

Discard all outdated Household Letters and blank HSIS (with revision dates of 7/22 or earlier) and replace them with FFY 2024 versions. This includes copies that are in enrollment packets.

Inform all pertinent staff to distribute the FFY 2024 (June 2023 revision) Household Letter and HSIS to new enrollees and to use the FFY 2024 Household Size-Income Scale (July 1, 2023 - June 30, 2024) for determining eligibility.

The Household Size Income Statements (HSIS) are not to be completed or revised by an agency.

Income Eligibility Calculator

The Income Eligibility Calculator may be used to calculate the total reported household income and determine the household's eligibility (Free, Reduced, Non-needy). Simply enter the income from each source reported on the HSIS and it will show the total household income and eligibility determination for the reported number of household members. Then, use the calculator's information to complete the For Center Use Only box on the HSIS. This new resource can be found on the Guidance Memorandum (GM) webpages under GM 1 and GM I for FDCH sponsors.

Updated Wisconsin WIC Program Information Sheet (CC, HS, FDCH)

The updated Wisconsin WIC Program Information Sheet is posted on the Guidance Memorandum (GM) webpages under GM 9 and GM K for FDCH sponsors.
As a reminder, substitutions must be documented on menu records to reflect the actual meal components served to participants.

We encourage you to contact your assigned consultant for assistance in identifying solutions based on your agency's specific needs.

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REMINDER: Claim Submission Deadlines: Federal regulations impose a claim submission deadline of 60 calendar days after the last day of the month for which the claim applies. For DPI's CACFP Claim Submission Deadlines visit Claim Submission Deadlines.

Contact your assigned CACFP consultant with questions about the items in the bulletin, or other CACFP questions.

Do you have new staff working with the CACFP? Check out this resource New Staff Responsibilities for CACFP.

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Program Abbreviation Key
CC=Child Care
AR=At Risk
FDCH: Family Day Care Home
HS: Head Start
ES: Emergency Shelters
SO: Sponsoring Organizations
OS: Outside of School Hours Care
ADC: Adult Day Care
ALL: Applies to all types

The abbreviation key identifies each type of program in the CACFP. Each section above identifies who the information applies to when implementing the CACFP. If your type of program is not listed in a section, it does not apply.

This institution is an equal opportunity provider.

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