

CACFP Annual Financial Report Procedures

Independent Centers

Reporting Process

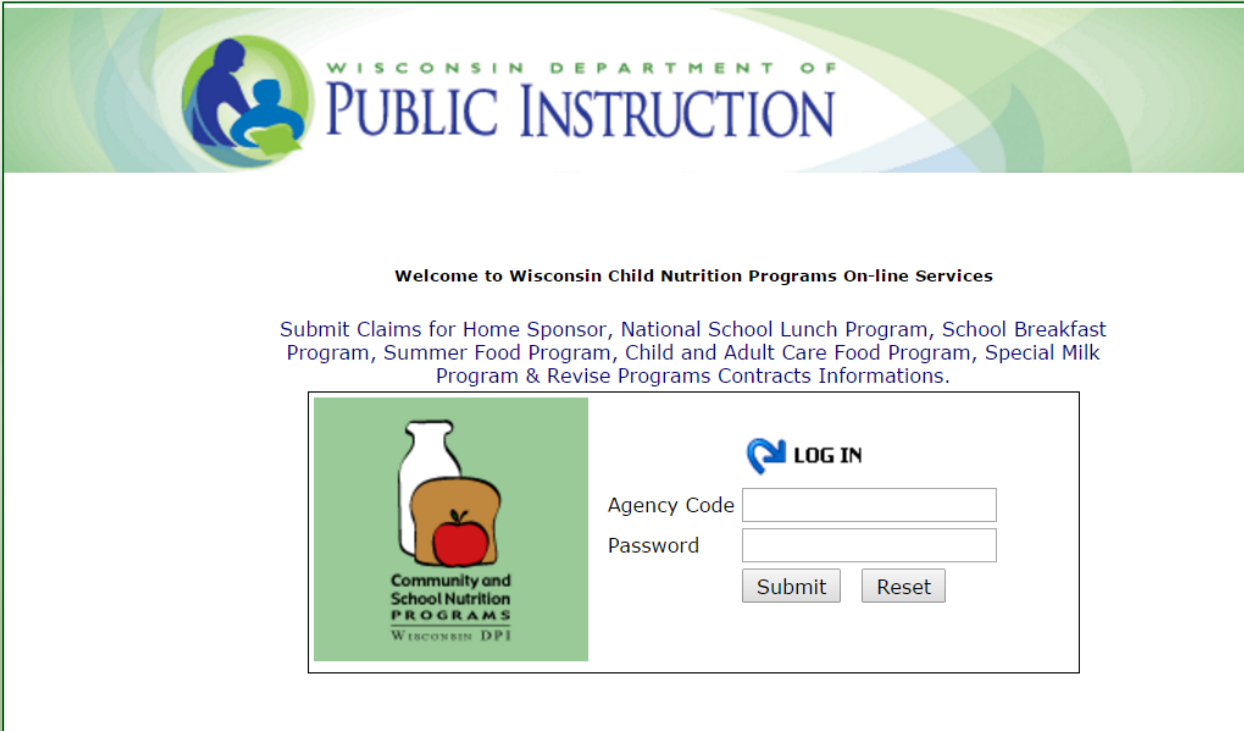
- Submit required report **AFTER** last claim is submitted for the federal fiscal year
- Report is due November 1st
- Failure to submit within 30 days from due date will result in disabling of online claiming rights

Completing the Report

- Income and expenses entered into the report must be **ACTUAL** amounts
- Complete paper form (PI-1463) first and transfer figures to online report when complete
 - Retain on-site for agency records

Accessing the Report

- Log in to the CACFP online services:
<https://dpi.wi.gov/nutrition/online-services>
- Enter your Agency Code and Password



The screenshot shows the login interface for the Wisconsin Department of Public Instruction's online services. At the top, there is a header with the Wisconsin Department of Public Instruction logo and name. Below the header, a welcome message reads: "Welcome to Wisconsin Child Nutrition Programs On-line Services". Underneath, a list of services is provided: "Submit Claims for Home Sponsor, National School Lunch Program, School Breakfast Program, Summer Food Program, Child and Adult Care Food Program, Special Milk Program & Revise Programs Contracts Informations." The main content area contains a login form. On the left side of the form is a logo for "Community and School Nutrition Programs" featuring a milk carton, a loaf of bread, and an apple. To the right of the logo, there is a "LOG IN" button with a blue arrow icon. Below the "LOG IN" button are two input fields: "Agency Code" and "Password". At the bottom of the form are two buttons: "Submit" and "Reset".

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

Welcome to Wisconsin Child Nutrition Programs On-line Services

Submit Claims for Home Sponsor, National School Lunch Program, School Breakfast Program, Summer Food Program, Child and Adult Care Food Program, Special Milk Program & Revise Programs Contracts Informations.

Community and School Nutrition Programs
WISCONSIN DPI

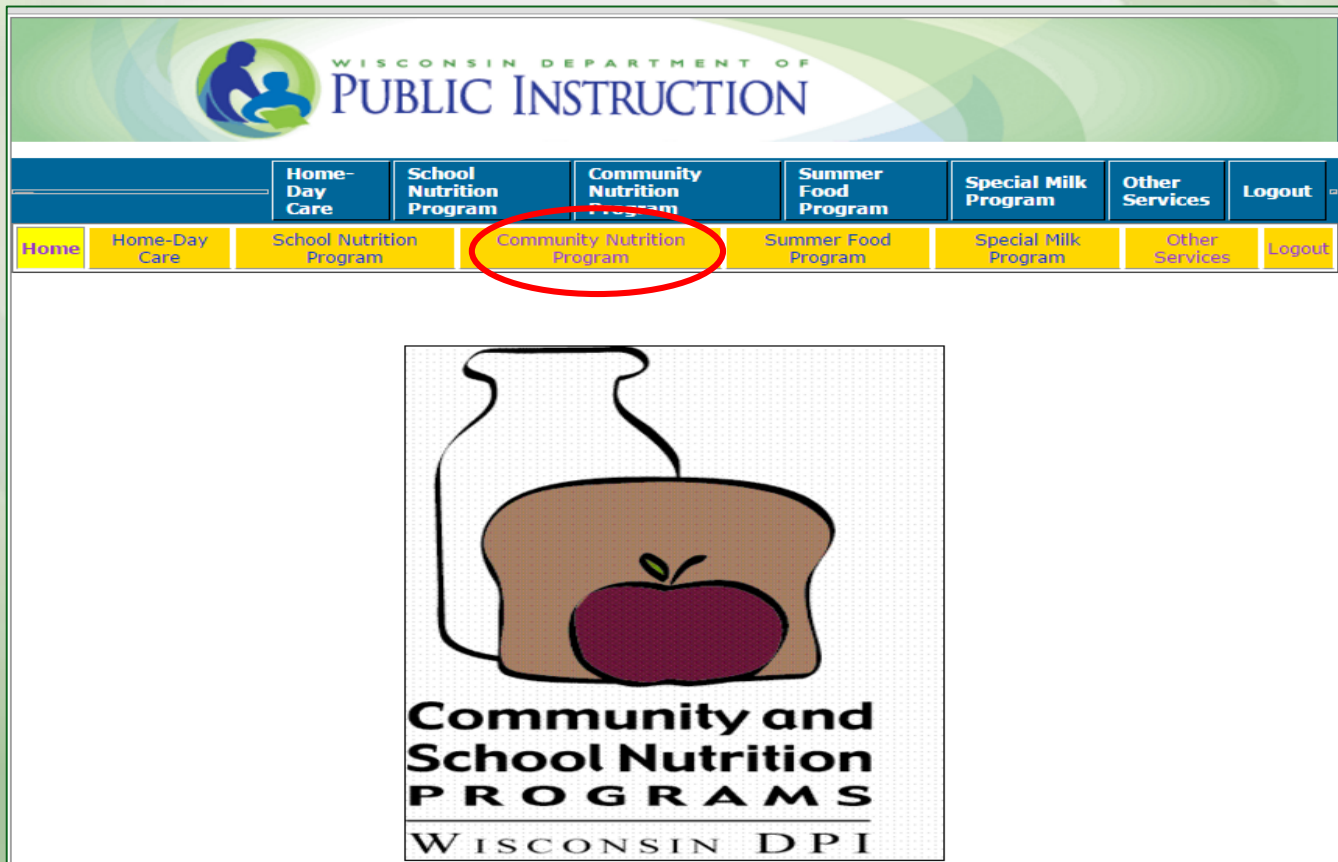
LOG IN

Agency Code

Password

Accessing the Report

Click on *Community Nutrition Program*




The screenshot displays the Wisconsin Department of Public Instruction website. At the top, the logo features a stylized figure of a person holding a child, with the text "WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION" to its right. Below the logo is a navigation menu with several items: "Home-Day Care", "School Nutrition Program", "Community Nutrition Program", "Summer Food Program", "Special Milk Program", "Other Services", and "Logout". The "Community Nutrition Program" item is highlighted with a red circle. Below the navigation menu, there is a graphic of a brown paper lunch bag with a red apple inside. Underneath the graphic, the text reads "Community and School Nutrition PROGRAMS" and "WISCONSIN DPI".

Home	Home-Day Care	School Nutrition Program	Community Nutrition Program	Summer Food Program	Special Milk Program	Other Services	Logout
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Community and School Nutrition PROGRAMS
WISCONSIN DPI

Accessing the Report

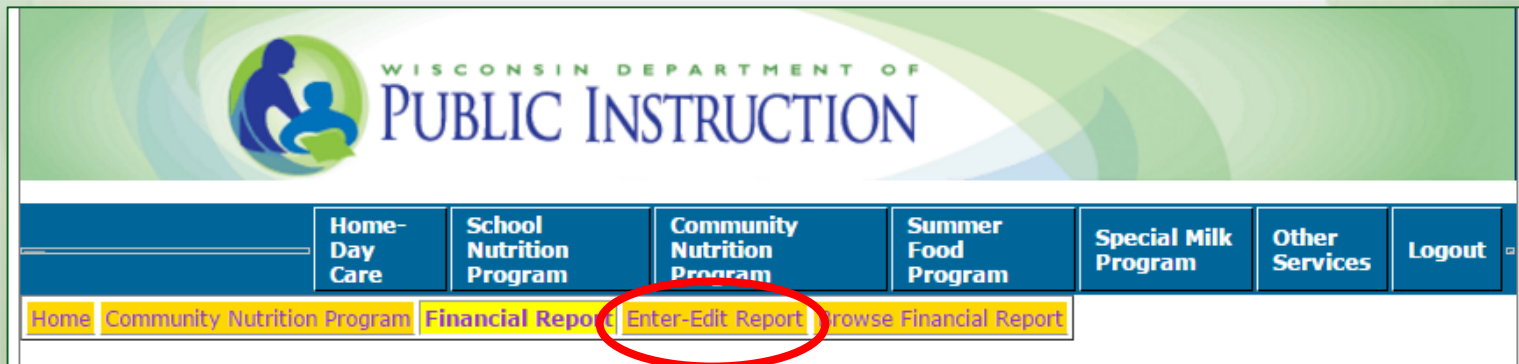
Click on *Financial Report*



The image shows a screenshot of the Wisconsin Department of Public Instruction website. At the top, there is a logo featuring a stylized figure of an adult and a child, with the text "WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION" to its right. Below the logo is a navigation menu with several blue buttons: "Home-Day Care", "School Nutrition Program", "Community Nutrition Program", "Summer Food Program", and "Sp...". The "Community Nutrition Program" button is highlighted with a red circle. Below this menu is a secondary navigation bar with yellow buttons: "Home", "Community Nutrition Program", "Claim Reimbursement", "Financial Report", and "Contract". The "Financial Report" button is also circled in red.

Accessing the Report

Click on *Enter-Edit Report* (to complete a new or edit a submitted report)



The screenshot shows the navigation menu of the Wisconsin Department of Public Instruction website. The header includes the department's logo and name. Below the header is a blue navigation bar with several menu items. The 'Enter-Edit Report' link is highlighted with a red circle.



Home-Day Care	School Nutrition Program	Community Nutrition Program	Summer Food Program	Special Milk Program	Other Services	Logout
Home	Community Nutrition Program	Financial Report	Enter-Edit Report	Browse Financial Report		



Enter-Edit Report

- Select last option on the drop down
- Select the federal fiscal year of the reporting period
- Click *Continue*

Your agency code and name will appear here

Fiscal Quarter/Annual	<input type="text" value="October 1 - December 31, 1st Quarter"/> ▼ October 1 - December 31, 1st Quarter January 1 - March 31, 2nd Quarter April 1 - June 30, 3rd Quarter July 1 - September 30, 4th Quarter October 1 - September 30, Annual	Fed. Fiscal Year	<input type="text" value="2020"/> ▼
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Completing the Report

- Report automatically totals after each section
- Press Tab key to advance to next line and at the end of the report
- **DO NOT** press Arrow Keys or Enter
 - Arrow keys move report Up and Down
 - Enter key submits report and you will receive an error message if not complete
- Report does not save until you submit

Program Income

Line 1: Enter amount (if any) of *CACFP Carryover* based on the prior year report

(Generally this amount will be zero)

Line 2: *CACFP Meal Reimbursement* is **automatically included** based on reimbursement earned

Line 3: *CACFP Cash in Lieu* is **automatically included** based on reimbursement earned

(You do not enter amounts into lines 2 or 3)

<i>Enter \$ Amount with NO commas. Only decimal is allowed.</i>	
Program Income	Income (\$)
1. Net CACFP Income carried forward from prior fiscal year	<input type="text"/>
2. Federal reimbursement earned this year under the Child and Adult Care Food Program	1567.67
3. Federal cash in lieu earned this year under the Child and Adult Care Food Program	319.66
4. Income received this year from children and adults as payments for meals served	<input type="text"/>
5. Other food program income this year <i>including food service interest income</i>	<input type="text"/>
6. Additional income used to supplement the CACFP costs.	<input type="text"/>
7. TOTAL FOOD SERVICE INCOME (1 + 2 + 3 + 4 + 5 + 6)	0.00

Program Income

Line 4: Report income from meal payments, if applicable (Pricing Programs and payment for adult meals only)

Line 5: Report additional CACFP income (i.e. interest earned on unspent CACFP income)

Line 6: Report (non-Program) income used to pay for CACFP expenses that are not paid with CACFP reimbursement

- *(ex. Child care fees, Wisconsin Shares subsidy payments, Head Start, donations and/or grants)*
- *Only enter enough income to get a zero balance at end of report*

<i>Enter \$ Amount with NO commas. Only decimal is allowed.</i>	
Program Income	Income (\$)
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7. TOTAL FOOD SERVICE INCOME (1 + 2 + 3 + 4 + 5 + 6)	0.00

Approved Program Expenses

- Line items must be approved in the budget
- Enter amounts for approved cost lines only
 - Do NOT round
 - Do NOT use negative numbers
 - Do NOT use a comma or dollar sign - only decimals
- If a line item is not approved in the budget, it is grayed out on the Financial Report
 - Cannot use CACFP funds to pay for these costs
 - Must submit budget amendment prior to incurring cost

PROGRAM COSTS	Expenses (\$)
8. Food costs this year	
9. Nonfood/kitchen supply costs	
10. Food service labor costs this year <i>including both operational and administrative salaries & benefits</i>	
11. Other food service costs Specify: <div style="background-color: #cccccc; width: 200px; height: 15px; margin-top: 5px;"></div>	0.00
12. Total Food service costs line 8 + 9 + 10 + 11	0.00
Net income Subtract line 12 from line 6 and enter results; the two lines must equal and the result should be zero(0)	0.00

Program Expenses

Line 8: Food and/or Vended Meals

Line 9: Non-food/Kitchen Supply

Line 10: Food Service labor

Line 11: Other food service costs: if other costs are reported here, include specifics in space provided

PROGRAM COSTS	Expenses (\$)
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10. Food service labor costs this year <i>including both operational and administrative salaries & benefits</i>	
11. Other food service costs Specify: <input type="text"/>	0.00
12. Total Food service costs line 8 + 9 + 10 + 11	0.00
Net income Subtract line 12 from line 6 and enter results; the two lines must equal and the result should be zero(0)	0.00

Certification

- Type in name, phone number and email of person completing form
 - Must be Authorized Representative or person designated by AR to complete the report
 - Acts as agency's signature
- Click the *Submit* button
- All errors must be corrected in order to successfully submit report

Successful Submission

- Print this page for your records
- Completed report will not be saved until this page is shown

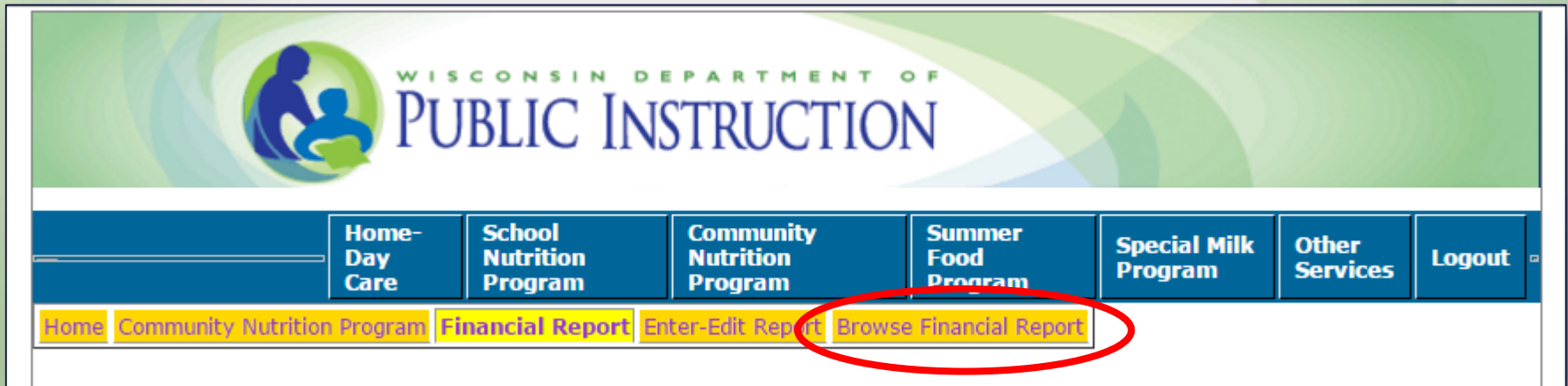
Financial Report
[Enter-Edit Financial report]

Your agency number and name will appear here

CACFP Financial Report has been successfully saved.

Review or Print Submitted Report

Click on *Browse Financial Report*



The screenshot shows the navigation menu of the Wisconsin Department of Public Instruction website. The header includes the department's logo and name. Below the header is a horizontal menu with several options. The 'Browse Financial Report' option is highlighted with a red circle.

	Home-Day Care	School Nutrition Program	Community Nutrition Program	Summer Food Program	Special Milk Program	Other Services	Logout
Home	Community Nutrition Program	Financial Report	Enter-Edit Report	Browse Financial Report			

Questions or Issues

- Contact Cari Ann Muggenburg at cari.muggenburg@dpi.wi.gov
 - To revise a submitted report
 - Report will be unlocked and submitted revision will overwrite original
 - To request an extension of the due date
 - For any questions submitting the report