



Contacting Minority and Grassroots Organizations

USDA Federal regulations require a facility to contact at least two (2) minority and/or grassroots organizations upon initial participation in the Child and Adult Care Food Program (CACFP). The purpose of this is to assure that minority populations have an equal opportunity to participate in the CACFP.

Minority and grassroots organizations are those that advocate for people who are considered to be minorities based on race, color, national origin, sex, age, disability, and/or political beliefs. Examples include agencies that serve minorities such as:

- Local Job Service
- Technical Colleges
- Community Action Agencies

To Complete this Requirement:

1. Determine at least two minority and/or grassroots organizations to contact. If you need assistance finding organizations you may [Search for Community Action Agencies](#).
2. Complete the [prototype letter](#)* for each organization. Include the following:
 - a. Date
 - b. Organization’s name and address
 - c. Authorized Representative for your agency
 - d. Your agency name
3. Print a copy of the letter for each organization and keep on file to be reviewed by the DPI Consultant during the CACFP preapproval visit.
4. After a successful CACFP preapproval visit is complete, mail the letters to the organizations.

In the chart below, record the names of the organizations and when they were contacted. Attach copies of the letters sent to the organizations and keep on file.

Organizations contacted	Date of Contact
1.	
2.	

*A prototype letter can be found under Guidance Memorandum #8 on the following website:
<https://dpi.wi.gov/community-nutrition/cacfp/child-care/memos>