New Staff Responsible for CACFP

What to do as the new CACFP Authorized Representative or primary staff responsible for the CACFP

1. **Agency Code/Password to CACFP Login:**
   An Agency Code and password are required to access the CACFP contract and claims. If do not know your Agency Code and/or password, or if you would like to change the password, contact Jacque Darrow at 608.267.9134 or Jacqueline.Darrow@dpi.wi.gov.

2. **Update your agency's CACFP Contract**

   Update CACFP contract. Review each contract page, however, at a minimum the pages and information listed below must be revised to reflect the new Authorized Representative and/or new staff. Refer to the Contract Manual for detailed instructions and the link to the Contract Webpage.

   - **General Information Page**: Update all information in the Authorized Representative section.

   - **Staffing Personnel Page:** Click on each Program Task and change to new staff who will compete that task.

   - **Site Application Page (On the *List of Sites* page, click on the *Site Name* or *Site No.* to access the *Site Application* page):** Change 'Name of Person in Charge of Site: First Name, Last name, and Phone,' if applicable.

   After you submit the above contract changes, email your assigned Consultant, informing them that you revised the contract.

3. **Aids Banking** *(CACFP Reimbursement is received via Electronic Funds Transfer)*
   After the changes to the contract are approved, you will receive an automated e-mail indicating you are the new Authorized Representative. Using the links in the e-mail, verify those who were previously set-up as the banking Originator and Verifier. If the information is the same, no action is required.

   → If the information needs to be updated or you have questions, contact Jaqueline Darrow at 608-267-9134 or Jacqueline.Darrow@dpi.wi.gov with questions.

4. **Review/Learn CACFP Requirements**
   a. **Guidance Memorandums (GM):** Read through the applicable GMs, which serve as the CACFP instruction manual in WI. Listed under each GM are required forms and tools/aids.

   b. **E-Learning Courses:** Online training covering CACFP topics.
      - *Child Care Centers, Outside of School Hours Sites, Emergency Shelters, and Head Start Programs*
      - *At-Risk Afterschool Programs*
      - *Adult Day Care Component*

   c. **Requirements Checklist:** Document that lists CACFP requirements and resources. It may be used to help accurately complete CACFP requirements

5. **Submitting Claims/Program Operation:**
   Do not submit a monthly reimbursement claim until you are fully confident that you understand the requirements of the program and can compile a valid claim.

   → To be fully confident, you must complete the E-Learning Course and read the Guidance Memorandums before compiling and submitting a monthly reimbursement claim.

Contact your assigned Consultant with any questions.