

CACFP Quarterly Financial Report Procedures

Sponsoring Organizations

Reporting Process

- Submit required report **AFTER** all claims in reporting period have been submitted

- **Due Dates:**

<u>Reporting Period</u>	<u>Due Date</u>
1 st Quarter (October 1 - December 31)	March 1 st
2 nd Quarter (January 1 - March 31)	June 1 st
3 rd Quarter (April 1 - June 30)	September 1 st
4 th Quarter (July 1 – September 30)	December 1 st

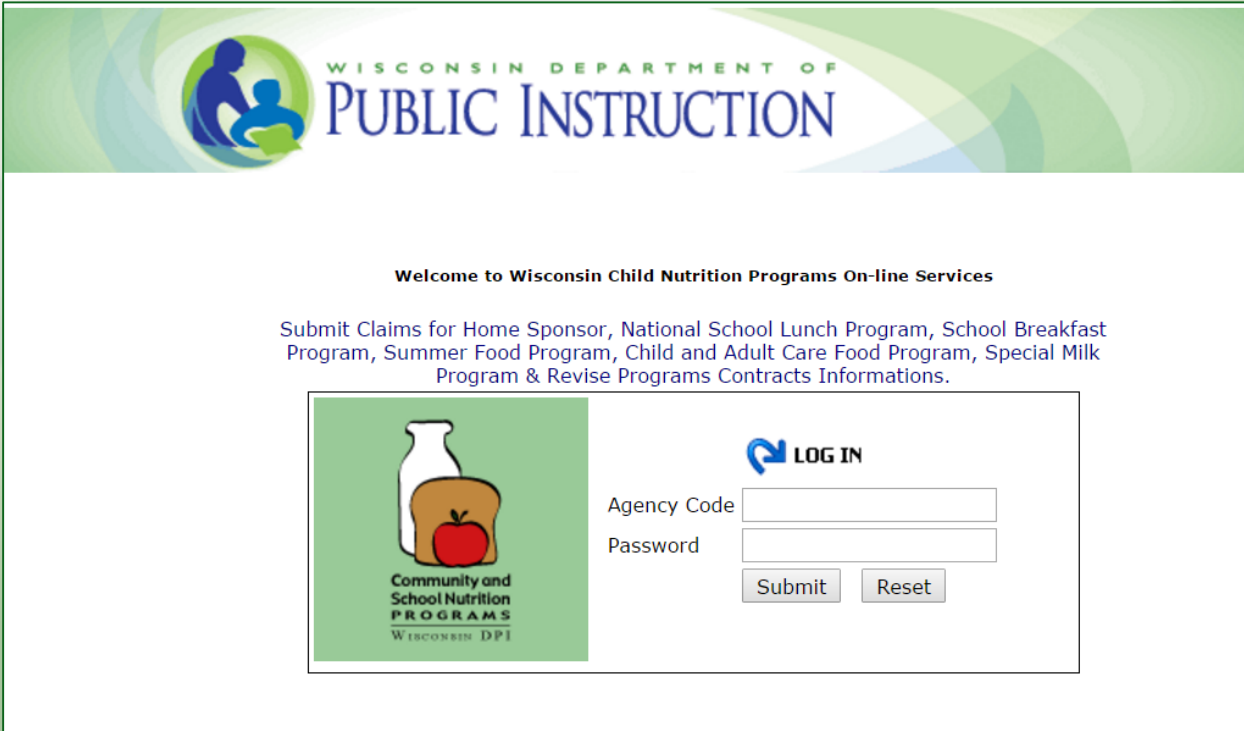
- Failure to submit within 30 days from due date will result in disabling of online claiming rights

Completing the Report

- Income and expenses entered into the reports must be **ACTUAL** amounts
- Complete paper form (PI-1463-A or C) first and transfer figures to online report
 - 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

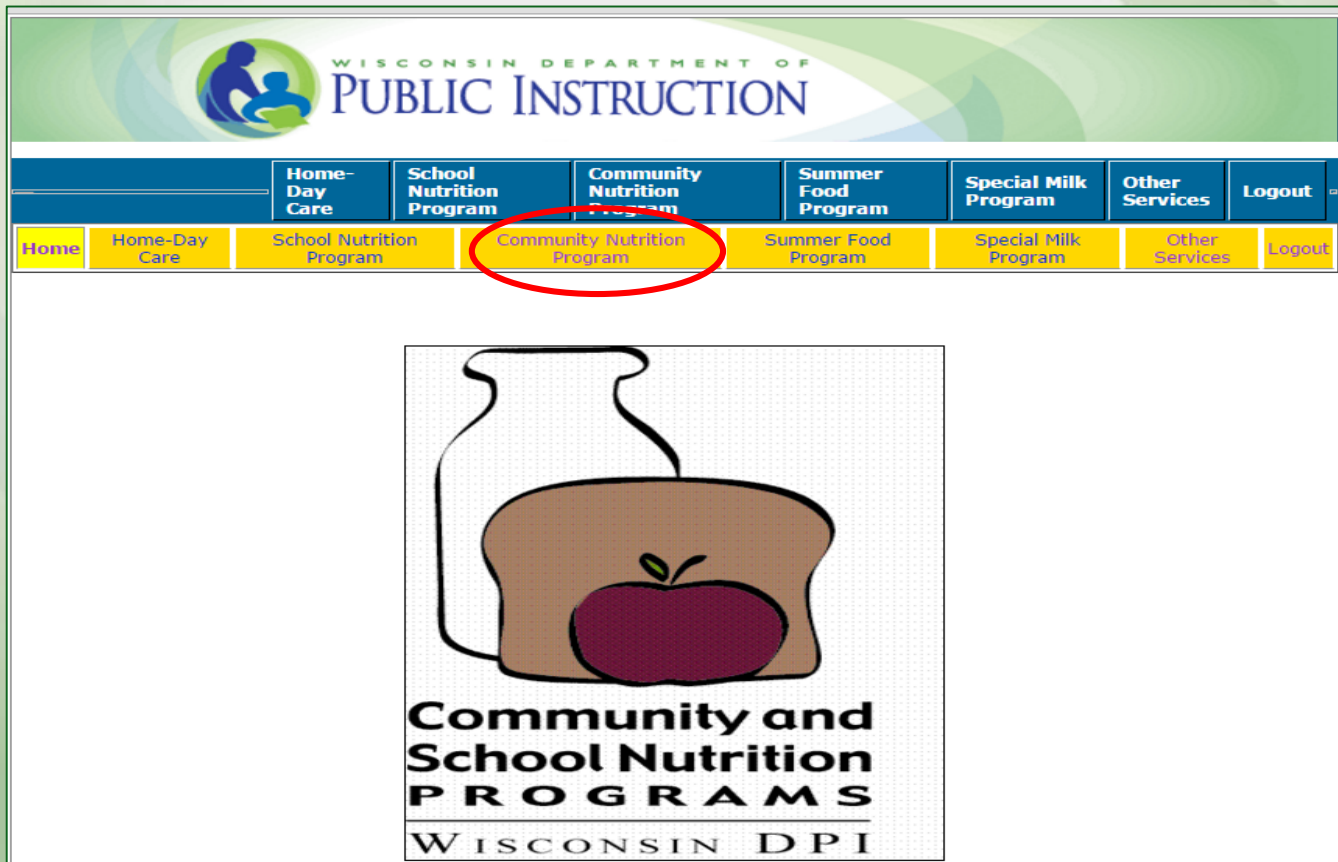
LOG IN

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 an adult and a child, with the text "WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION". 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 circled in red. 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".

Accessing the Report

Click on *Financial Report*

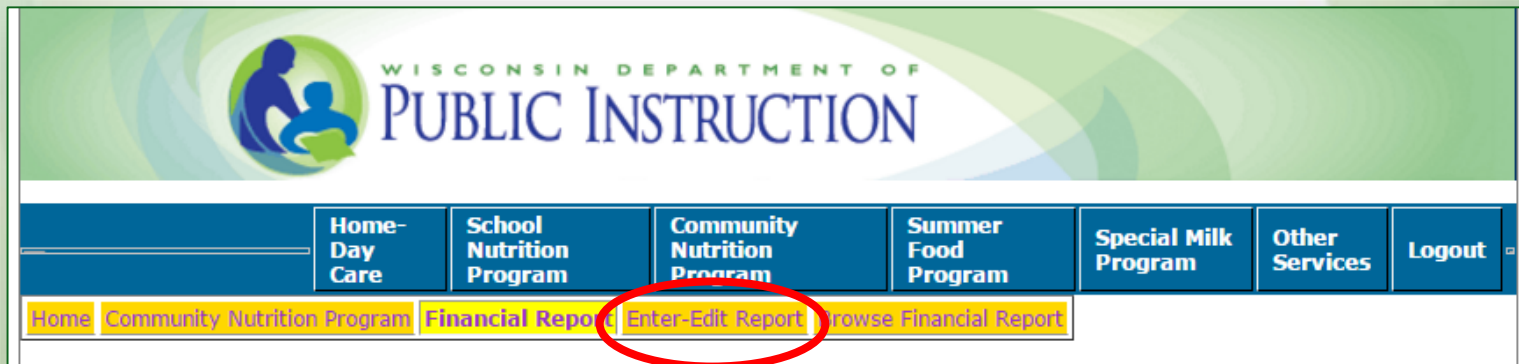


The image shows a screenshot of the Wisconsin Department of Public Instruction website. At the top, there is a logo featuring a stylized figure of an adult and a child, with the text "WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION" to its right. Below the logo is a navigation menu with several blue buttons: "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.

	Home-Day Care	School Nutrition Program	Community Nutrition Program	Summer Food Program	Sp...
Home	Community Nutrition Program	Claim Reimbursement	Financial Report	Contract	

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 quarter for reporting period or quarter to amend from drop down
- Select federal fiscal year that corresponds to that quarter
 - The system will only allow you to select a quarter after the reporting period has ended

Your agency number 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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 CONTINUE

Completing the Report

- Report automatically totals after each section
- Press Tab key to advance to next line and at the end of 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 A1: Enter amount (if any) of *CACFP Carryover* based on last quarterly report

Line A2: *CACFP Meal Reimbursement* is **automatically included** based on reimbursement earned

Line A3: *CACFP Cash in Lieu* is **automatically included** based on reimbursement earned

(You do not enter amounts into lines A2 or A3)

Enter \$ Amount with NO commas. Only decimal is allowed.	
Program Income	Income (\$)
A. CACFP Income	
1. Net income carried forward from prior fiscal quarter	<input type="text"/>
2. Federal reimbursement earned this quarter under the Child and Adult Care Food Program	37738.43
3. Federal cash in lieu earned this quarter under the Child and Adult Care Food Program	2376.73
4. Income received this quarter from children and adults as payment for meals served	<input type="text"/>
B. Other Food Service Income received this quarter	
1. Food Service Interest Income	<input type="text"/>
2. Other Food Service Income	<input type="text"/>
3. Other Food Service Income	<input type="text"/>
4. Other Food Service Income	<input type="text"/>
B. Total Sum of lines B1 to B4	0.00
C. Total Food Service Income Lines A + B	2376.73

Program Income

Line A4: Report income from meal payments, if applicable
(Pricing Programs and payment for adult meals only)

Line B1: Report interest earned and retained on CACFP reimbursement

Lines B2-B4: Report additional income used to pay for CACFP expenses that are not paid with CACFP reimbursement

** Only enter enough income to cover the total CACFP costs reported*

Enter \$ Amount with NO commas. Only decimal is allowed.	
Program Income	Income (\$)
A. CACFP Income	
1. Net income carried forward from prior fiscal quarter	<input type="text"/>
2. Federal reimbursement earned this quarter under the Child and Adult Care Food Program	37738.43
3. Federal cash in lieu earned this quarter under the Child and Adult Care Food Program	2376.73
4. Income received this quarter from children and adults as payment for meals served	<input type="text"/>
B. Other Food Service Income received this quarter	
1. Food Service Interest Income	<input type="text"/>
2. Other Food Service Income	<input type="text"/>
3. Other Food Service Income	<input type="text"/>
4. Other Food Service Income	<input type="text"/>
B. Total Sum of lines B1 to B4	0.00
C. Total Food Service Income Lines A + B	2376.73

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
- All open fields must have a dollar amount entered
 - If n/a enter zero

Approved Program Expenses

QUARTERLY ADMINISTRATIVE/OPERATIONAL FOOD SERVICE PROGRAM EXPENSES	Expenses (\$)
D. Administrative Salaries and Benefits	
1. Total Administrative Salaries and Required Employer Taxes	
2. Total Administrative Benefits	
D. Total Sum of lines D1 to D2	0.00
E. Administrative Expenses	
1. General Office Supply Expense	
2. Contracted Services	0.00
3. Equipment Rental/Lease Expense	
4. Travel Expense	
5. Training Expense	
6. Miscellaneous Admin. Expense	
E. Total Sum of line E1 to E6	0.00
F. Total Administrative Expenses, Benefits, Salaries(Lines D + E)	0.00
G. Operational Salaries and Benefits	
1. Total Operational Salaries and Required Employer Taxes	
2. Total Operational Benefits	
F. Total Sum of lines G1 to G2	0.00
H. Operational Expenses	
1. Total Food Supplies	
2. Total Non Food Supplies	
3. Equipment Purchased \$5,000 and Over	
4. Equipment Purchased Under \$5,000	0.00
5. Office Supply Expense	
6. Rent Expense	
7. Utilities Expense	
8. Contracted Services	
9. Equipment Rental/Lease Expense	0.00
10. Training/Travel Expense	0.00
11. Miscellaneous Operational Expense	
H. Total Sum of line H1 to H11	0.00
I. Total Operation Expenses, Salaries, Benefits (Lines G + H)	0.00
J. Total Administrative and Operation Costs (Lines F + I)	0.00
K. Nonprofit Food Service Program Income (Line C- J = \$0.00* if the line K is greater than C, enter 0)	36584.67

Gray areas are not approved in the online budget

- Cannot use CACFP funds to pay for these costs

- Must submit budget amendment prior to incurring cost

If dollar amount reported in Line 11 (Miscellaneous), include specifics in space provided

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

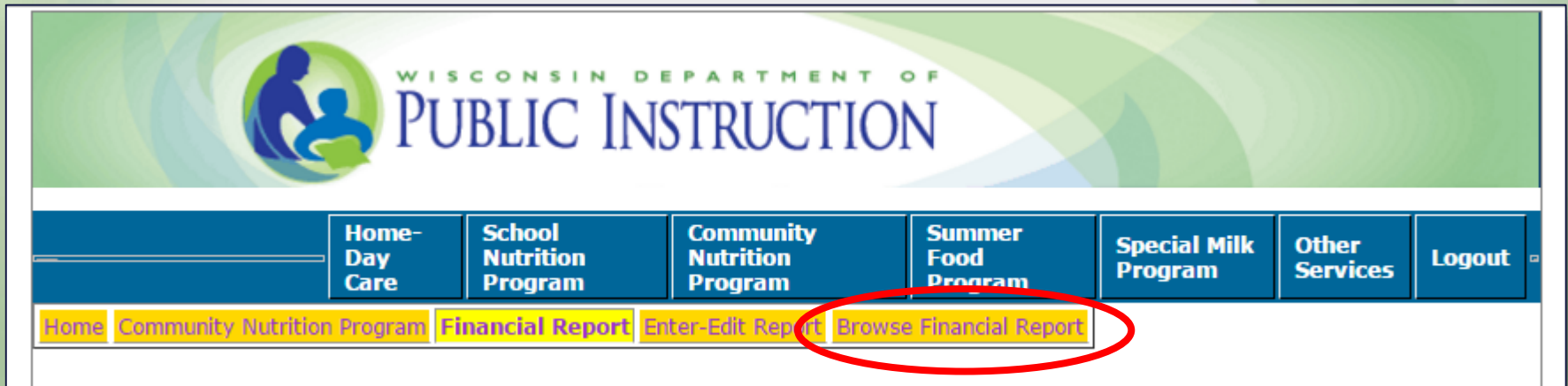
Financial Report
[Enter-Edit Financial report]

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