

### Websites

- **New CACFP Meal Pattern:** <http://dpi.wi.gov/community-nutrition/new-cacfp-meal-pattern>
- **CACFP Training (Webcasts):** <http://dpi.wi.gov/community-nutrition/cacfp/training>
- **CACFP Guidance Memorandums:** <http://dpi.wi.gov/community-nutrition/cacfp/guidance-memo>

### Social Media

- **Facebook:** WI DPI Community Nutrition Programs
- **Twitter:** @WisDPI\_CNT

## CACFP Forms and Resources

The tables below and on the other side of this handout list CACFP forms and resources pertaining to topics discussed during training. The document, information pertaining to its use and/or requirement, and where you can find the form on the DPI Guidance Memorandum (GM) website is provided.

GENERAL SESSION: CIVIL RIGHTS		
Requirement / Form	Frequency / Requirement	Form Location
<b>And Justice for All... Poster (11" X 17")</b>	Post one at: <ul style="list-style-type: none"> <li>• Each site in a location visible to families</li> <li>• Administrative office (if different than sites)</li> </ul>	Request additional copies from CNT
<b>Building for the Future Flier</b>	Post at each site in a location visible to families ~or~ Distribute to current and new families	GM Website listed under GM 8
<b>Ethnic and Racial Data Form</b>	Complete annually (for each site)	GM Website listed under GM 8
<b>USDA Nondiscrimination Statement and Complaint Filing Procedure</b> <ul style="list-style-type: none"> <li>• Small publications may include the following short statement: <i>This institution is an equal opportunity provider.</i></li> </ul>	Include in any publication that mentions the agency participating on the CACFP or USDA food program, ex: <ul style="list-style-type: none"> <li>• Parent Handbook</li> <li>• Website</li> </ul>	Full statement in GM 8  Word version on GM Website listed under GM 8 (cut and paste)
<b>Civil Rights Training for CACFP staff</b> <ul style="list-style-type: none"> <li>• Civil Rights Training Handout</li> <li>• CACFP Training Attendance Sheet</li> </ul>	<ul style="list-style-type: none"> <li>• Train new staff (orientation)</li> <li>• Train all staff annually</li> </ul>	GM Website listed under GM 8

<b>MENU PLANNING AND PRODUCTION RECORDS SESSIONS</b>		
<b>Form/Resource</b>	<b>Frequency / Requirement</b>	<b>Form Location</b>
<b>CACFP Meal Pattern (1-12 year olds)</b>	Specifies components and amounts to serve to children	GM Website listed under GM 12
<b>Production Records</b>	Documents amount of food to be prepared	GM Website listed under GM 12
<b>Meal Requirement Calculator</b>	Excel worksheet to assist in determining the minimum amounts required	GM Website listed under GM 12
<b>Food Buying Guide Calculator</b>	Assist with purchasing the right amount of food	GM Website listed under GM 12
<b>Crediting Handbook for the CACFP</b>	Lists creditable and non-creditable foods (not all-inclusive)	GM Website listed under GM 12
<b>Child Nutrition (CN) Label Requirement Information Sheet</b>	<ul style="list-style-type: none"> <li>Information on CN labels and Product Formulation Statements</li> <li>How to use CN labels to determine serving sizes</li> </ul>	GM Website listed under GM 12
<b>Grains/Breads Chart</b>	Determine how grains/breads contribute to meal pattern and how much must be served to each participant	Crediting Handbook for CACFP (pages 48-49)  Handbook is on the GM Website listed under GM 12

<b>SPECIAL DIETARY NEEDS SESSION</b>		
<b>Form/Resource</b>	<b>Frequency / Requirement</b>	<b>Form Location</b>
<b>Eating and Feeding Evaluation Form</b>	Optional form to be completed to obtain information for a child's disability or other medical dietary need	GM Website listed under GM 12
<b>Parent/Guardian Request for Fluid Milk Substitution Form</b>	Optional form to be completed by Agency and parent/guardian for non-dairy milk substitutions	GM Website listed under GM 12
<b>Fluid Milk Substitutions in the Child Nutrition Programs</b>	List of known non-dairy milk substitutions that are nutritionally equivalent to cow's milk	GM Website listed under GM 12
<b>Medical Statement Flow Chart</b>	Provides information on special dietary needs and the CACFP	GM Website listed under GM 12
<b>Special Dietary Needs and Milk Requests Charts</b>	Provides information on special dietary needs and the CACFP; provides information about milk requests	GM Website listed under GM 12

<b>FINANCIAL MANAGEMENT SESSIONS</b>		
<b>Form/Resource</b>	<b>Frequency / Requirement</b>	<b>Location</b>
<b>Sponsoring Organization – Instructions for Online Submission of Quarterly Financial Report</b>	Agencies with two or more sites on the CACFP are required to submit a quarterly Financial Report. Due dates found in GM #11. This process is done online.	<i>Quarterly CACFP Financial Report Training link listed under GM 11</i>
<b>Independent Centers – Instructions for Online Submission of Annual Financial Report</b>	Agencies with one site on the CACFP are required to submit an annual financial report which is due November 1. This process is done online.	<i>Annual CACFP Financial Training link listed under GM 11</i>