

**CACFP Sponsors of
Child, Adult and/or At-Risk
Care Centers:
CACFP Quarterly Financial
Reporting Procedures**

New Process

- Quarterly Financial Report for FFY2016 must be submitted online by required due date
- Failure to submit within 30 days from due date will result in disabling of online claiming rights.
- Paper Form (PI-1463-A or C) should be completed and retained on-site for Agency records.

Starting point

- Login to the CACFP online services



The screenshot shows the login interface for the Wisconsin Department of Public Instruction's online services. At the top, the department's logo and name are displayed. Below this, a welcome message and a list of services are provided. The main content area features a login form with a logo for Community and School Nutrition Programs, a 'LOG IN' button, and input fields for Agency Code and Password. There are also 'Submit' and 'Reset' buttons.

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

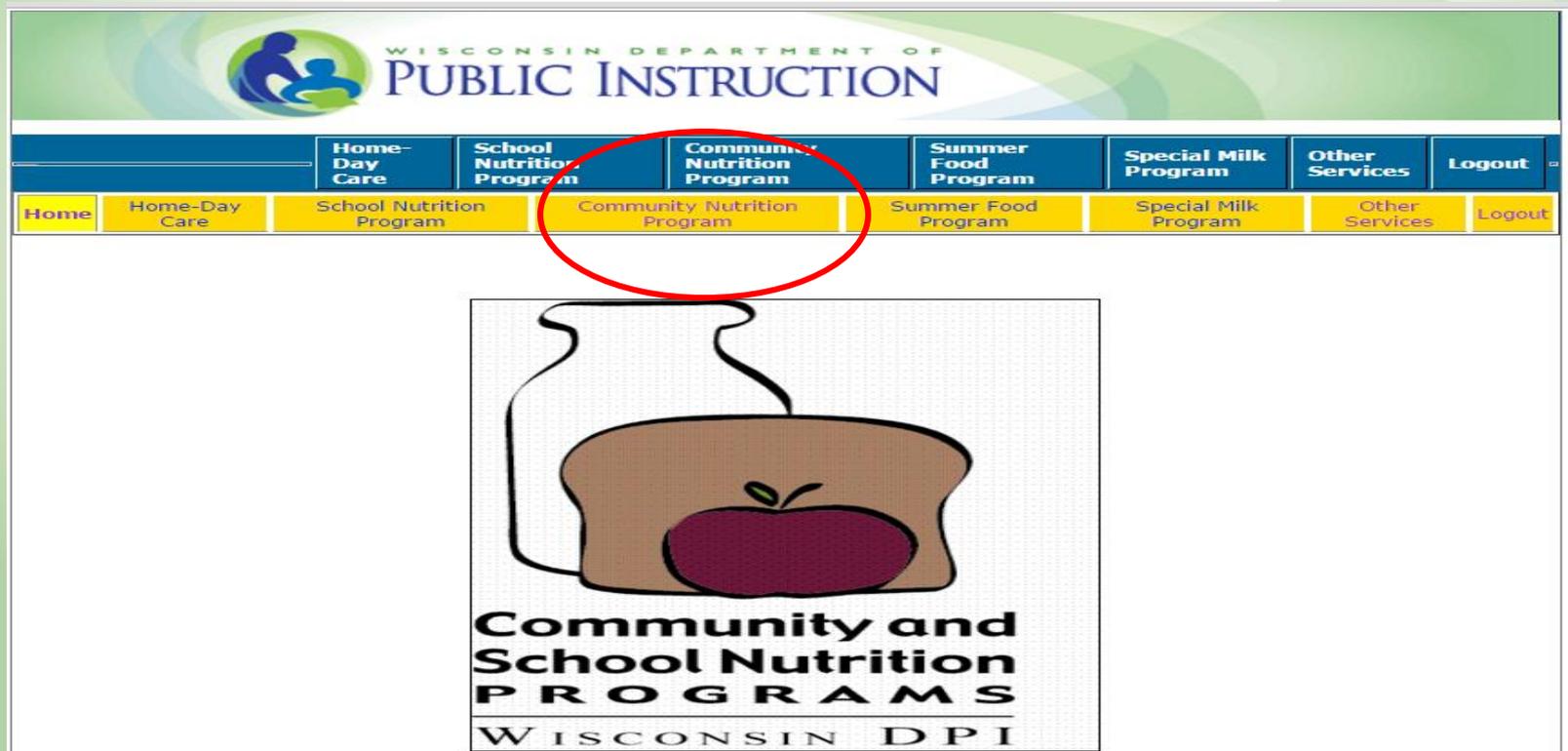
LOG IN

Agency Code

Password

Starting point

- Click on *Community Nutrition Program*



The screenshot shows the Wisconsin Department of Public Instruction website. At the top, the logo features a stylized figure of a person and a child. Below the logo, the text reads "WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION". A navigation bar contains several menu 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 bar, a banner image shows a brown lunchbox with a red apple inside. Below the image, the text reads "Community and School Nutrition PROGRAMS" and "WISCONSIN DPI".

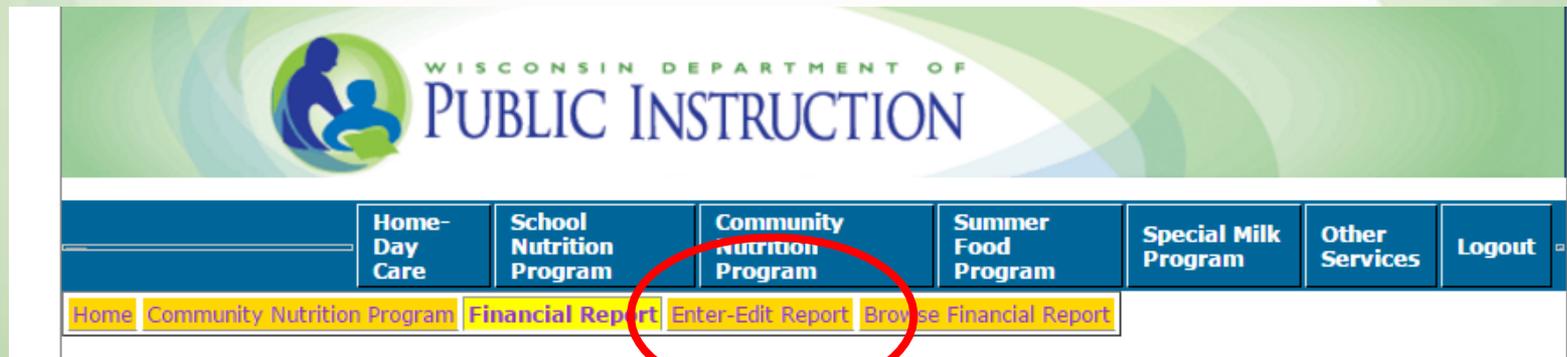
Starting point

- Click on *Financial Report*



Starting point

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



Enter-Edit Report

- Select the quarter that you are reporting or the quarter in which you wish to amend and the federal fiscal year that corresponds to that quarter.
 - The system will only allow you to select a quarter after the reporting period has ended.

	Home-Day Care	School Nutrition Program	Community Nutrition Program	Summer Food Program	Special Milk Program	Other Services	Logout
Home	Financial Report	Enter-Edit Report					
Financial Report [Select Fiscal Quarter/Annual period to enter Financial report]							
<i>Your agency number and name will appear here</i>							
Fiscal Quarter/Annual		October 1 - December 31, 1st Quarter ▼			Fed. Fiscal Year 2015 ▼		
 CONTINUE							

Entering Program Income

Line A1: Report CACFP Carryover quarterly based on last submitted report.

Line A2: CACFP Meal Reimbursement entered automatically for agency using accrual method.

Line A3: CACFP Cash in Lieu entered automatically for agency using accrual method.

Entering Program Income

Line A3: Report any additional CACFP income (applicable for Pricing Programs only)

Line B1: Report any interest earned and retained on CACFP reimbursement.

Lines B2-B4: Report any additional income used to supplement the CACFP

** This amount should be just enough used to cover the total CACFP costs reported.*

Entering Program Expenses

- Expense categories the same as PI-1463-A form and online Budget Summary.
- Enter an actual dollar amount in all approved cost fields.
 - DO NOT ROUND
- Unapproved Cost Line items from budget summary are grayed out
 - Must submit budget amendment prior to incurring cost.

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

Other Items of Note

- All open fields must have a dollar amount entered
 - If n/a enter 0
 - Do not enter a negative amount
 - Amend submitted report
- If dollar amount in “Other” expense line items require specifics to be entered in space provided.

Other Items of Note

- 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 moves report Up and Down
 - Enter Key submits report and will receive error messages if not complete.
- Report does not save until successfully submitted.
 - Complete paper form (PI-1463-A) first and transfer figures. Retain form on-site with records.

Certification

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

Successful Submission

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

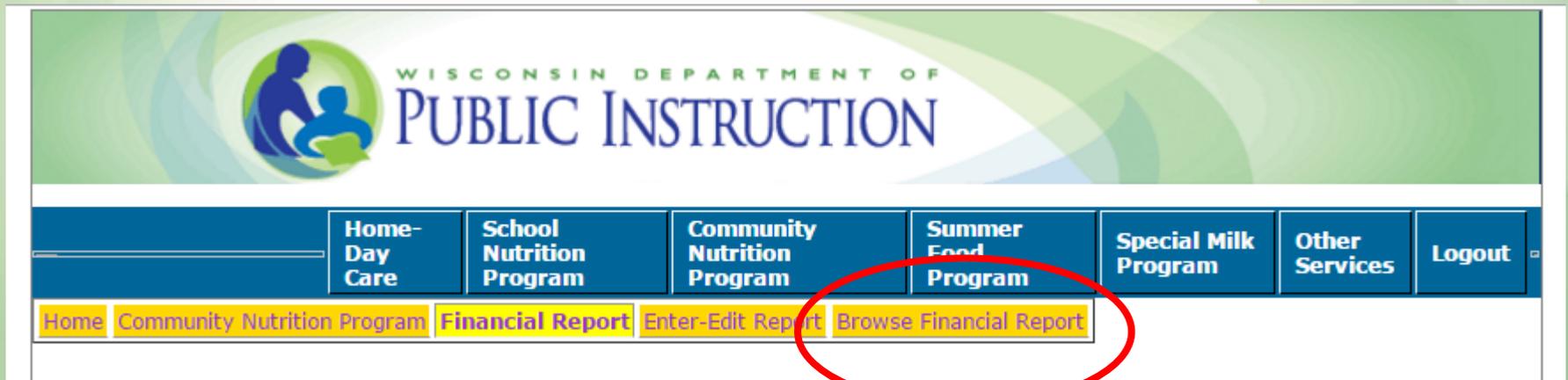
Financial Report
[Enter-Edit Financial report]

Your agency number and name will appear here

CACFP Financial Report has been successfully saved.

Print Complete Report

- Click on *Browse Quarterly Financial Report* (to review and print a submitted report)



The screenshot shows the header and navigation menu of the Wisconsin Department of Public Instruction website. The header features the department's logo and name. Below it is a blue navigation bar with several menu items. A red circle highlights the 'Browse Financial Report' link in the bottom row of the navigation menu.

 WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION							
	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			

Amending a Submitted Report

- All submitted reports are reviewed and approved by DPI.
- You must contact Cari Ann Muggenburg via email at cari.muggenburg@dpi.wi.gov to revise a submitted report.
 - Report will be unlocked and submitted revision will overwrite original.

Questions

- Online Tutorial
 - Submission of Quarterly Financial Report
<http://screencast.com/t/lzzWlgie2du>
- Contact Cari Muggenburg with any questions.