



2019 National Professional Association Conference

June 11 – 13, 2019

Madison Concourse Hotel – Madison, Wisconsin

CALL FOR PRESENTERS

Plans are underway for our 2019 CACFP NPA Conference taking place June 11-13, 2019 at the Madison Concourse Hotel in Madison, Wisconsin.

As a way of Creating Connections, several conference sessions have been planned as *State Agency Panel Discussions* so that state agency staff can share resources, learn how the CACFP is administered in other states, and make connections with CACFP professionals in other state agencies.

NPA is looking for presenters to participate in one or more *State Agency Panel Discussions* and we are hoping you or a member of your staff will be willing to participate and share the wealth of information your state agency has to offer.

Below are the *State Agency Panel Discussion* topics:

Recordkeeping: Recordkeeping systems for various CACFP areas and requirements including infants, productions records, special diets, meal pattern components/items (yogurt, cereal, whole grain rich).

Monitoring Meal Production: Required tools/forms to demonstrate how much food is prepared at programs; system of how your state agency monitors programs to determine enough food was purchased and prepared; and when your state agency disallows meals that do not meet the meal pattern.

Corrective Action Plans: Assessing, reviewing and monitoring corrective action, including forms/systems used.

SO Unaffiliated: Monitoring of sponsors of unaffiliated centers, including budget and application process and administrative evaluations.

Financial Management: Process for monitoring of an institutions' financial management processes, including budget, nonprofit food service, allowable costs, and 15% administrative costs.

Serious Deficiency: Serious deficiency process including the termination and appeal process.

Each presenter should plan on 20-30 minutes of presenting with additional time for questions. If you are interested or have a staff member that is interested please have them complete the following form and email the completed form to Cari Ann Muggenburg by email at cari.muggenburg@dpi.wi.gov by no later than **March 31, 2019**. If you have any questions please either email or call Cari at 608-264-9551.

Making connections and sharing resources with your fellow CACFP colleagues is what makes the National Professional Association and the CACFP successful.



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SESSION PRESENTER INFORMATION

Presenter Name:

Presenter State Agency:

State Agency Address:

Presenter Contact information - Email:

Phone:

Please select from the topics below which panel(s) you would like to participate on:

Recordkeeping: Recordkeeping systems for various CACFP areas and requirements including infants, productions records, special diets, meal pattern components (yogurt, cereal, WGR items).

Monitoring Meal Production: Required tools/forms to demonstrate how much food is prepared at programs; system of how your state agency monitors programs to determine enough food was purchased and prepared; and when your state agency disallows meals that do not meal the meal pattern.

Corrective Action Plans: Assessing, reviewing and monitoring corrective action, including forms/systems used.

SO Unaffiliated: Monitoring of sponsors of unaffiliated centers, including budget and application process and administrative evaluations.

Financial Management: Process for monitoring of an institutions' financial management processes, including budget, nonprofit food service, allowable costs, and 15% administrative costs.

Serious Deficiency: Serious deficiency process including the termination and appeal process.

Your participation and sharing of knowledge and experience is what will make the 2019 CACFP NPA Conference successful.

Please complete and submit this form by no later than **March 31, 2019** via email to Cari Ann Muggenburg at cari.muggenburg@dpi.wi.gov. If you have any questions please contact Cari by email or phone at 608-264-9551.

Thank you!