




**State of New Jersey**  
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DIVISION OF FOOD AND NUTRITION  
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July 2008

TO: Child and Adult Care Food Program Sponsors

FROM: Tanya DW Johnson   
Coordinator, Child and Adult Care Food Program  
Division of Food and Nutrition

SUBJECT: **Memo #09-1, The 2009 Application Package**  
**(Effective dates: 10/1/08 - 9/30/09)**

The 2009 Child and Adult Care Food Program (CACFP) Application Renewal Package is enclosed for completion. The package must be returned by August 29, 2008 to participate in the 2009 Agreement Year. The Agreement Year begins **October 1, 2008** and ends September 30, 2009. We encourage you to complete the application materials as early as possible! **FAILURE TO RETURN THE RENEWAL PACKAGE BY AUGUST 29, 2008 COULD RESULT IN LOSS OF REIMBURSEMENT.**

You should be aware that several agencies loss 2008 CACFP reimbursement because application documents to complete approval were not received within the required timeframes. **INCOMPLETE AND MISSING DOCUMENTS AND/OR SIGNATURES COULD RESULT IN LOSS OF REIMBURSEMENT.** Therefore, it is important that you **CAREFULLY READ** the entire memo, the checklist and complete the enclosed CACFP Renewal Package. We also recommend that you have another person within the agency review the content of your renewal package to verify that your application is correct and complete (including signatures) to avoid late approval.

**BE INFORMED: THAT REIMBURSEMENT PAYMENTS FOR THE NEW AGREEMENT YEAR WILL NOT BE INITIATED UNTIL BOTH THE RENEWAL PACKAGE AND SCHEDULE A WORKSHEET ARE FULLY COMPLETED AND APPROVED. IN ADDITION, AGENCIES WILL BE INELIGIBLE FOR REIMBURSEMENT FOR MONTHS THAT SATISFACTORY DOCUMENTATION/CORRECTIVE ACTIONS FOR APPROVAL REMAINS OUTSTANDING.**

**IT IS THE SPONSORING AGENCY'S RESPONSIBILITY TO ENSURE THAT THIS OFFICE RECEIVES THE NECESSARY DOCUMENTS FOR APPROVAL.**

### **THE APPROVAL PROCESS**

**NOTE: SECTION 226.11(A) OF THE CACFP REGULATION STIPULATES THAT APPLICATION RENEWAL PACKAGES ARE ONLY APPROVED RETROACTIVELY TO THE FIRST DAY OF THE MONTH PRECEDING THE CALENDAR MONTH IN WHICH A CORRECTLY COMPLETED APPLICATION PACKAGE IS RECEIVED. FOR EXAMPLE, IF A CORRECTLY COMPLETED 2009 APPLICATION PACKAGE IS POSTMARKED NOVEMBER 15, 2008, THE EARLIEST POSSIBLE EFFECTIVE DATE OF THE 2009 AGREEMENT WILL BE OCTOBER 1, 2008. AN EXPLANATION THAT "THE APPLICATION PACKAGE WAS MAILED" IS NOT AN ACCEPTABLE REASON FOR APPLICATIONS RECEIVED AFTER THE REQUIRED TIMEFRAME. THEREFORE, WE RECOMMEND THAT YOU SEND YOUR APPLICATION BY CERTIFIED MAIL, RETURN RECEIPT REQUESTED TO AVOID LOSS OF REIMBURSEMENT.**

You will receive a cover letter and your pink Agreement with Schedules A and B from the CACFP office once the approval process is complete. If you have not received a response from our office by November 10, 2008 regarding the status of your application approval, we strongly recommend that you contact your child nutrition specialist.

**Do not delay! If you need assistance completing this application, please call your child nutrition specialist at (609) 984-1250.**

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## **CACFP 2009 APPLICATION COMPLETION HIGHLIGHTS**

### 1. **APPLICATION RENEWAL CHECKLIST**

Be sure to return the checklist. The "2009 Child and Adult Care Food Program Application Renewal Checklist" describes the materials that must be submitted for approval. To receive approval for 2009 beginning October 1, 2008, your agency must submit the enclosed documents no later than August 29, 2008. To avoid omissions and a delay in your application approval, complete and check  as you prepare each required document. SIGN, DATE AND RETURN the checklist.

### 2. **SPONSOR MANAGEMENT PLAN - (2 Sided Document)**

Estimate the Maximum Reimbursement (*Page 4*) for the upcoming year using the *pre-filled rates of reimbursement*. Be sure to **READ** all areas of the form, including each Certification Statement on page 6!

### 3. **2009 SCHEDULE A WORKSHEET** - The Schedule A Worksheet initiates payment to your agency for the new Agreement Year 2009. An example of how you must complete the SCHEDULE A WORKSHEET is attached for demonstration purposes. Be sure to photocopy the Schedule A and any subsequent change(s) you report to the CACFP office for your files. Return the Schedule A Worksheet with all materials requested on the enclosed checklist. **Failure to return the Schedule A Worksheet by August 29, 2008 will result in forfeiting reimbursement for each month it remains outstanding.**

### 4. **2009 ELIGIBILITY APPLICATION, PARENT LETTER & ANNUAL ENROLLEMNT FORMS**

Independent and sponsored centers, *except at-risk snack programs and facilities that are solely outside-school-hours child care centers*, are required to have enrollment forms on file for each participant. Enrollment forms must be annually updated and signed by a parent or guardian, and must indicate the days and hours the participant is normally in care, and the meals the participant normally receives while in care.

The enrollment form is an additional requirement and does ***not*** replace the obligation of collecting and maintaining eligibility applications annually. Therefore, we have revised the eligibility application to include this new enrollment requirement to help sponsors meet this requirement.

**Adult Day Care Centers** are also required to have enrollment information on file for each participant. However, they are *exempt from the requirement to annually update the enrollment information*. Again, the enrollment form does ***not*** replace the obligation of collecting and maintaining eligibility application information annually.

### 5. **PINK AND WHITE REIMBURSEMENT AGREEMENTS** – The Agreement has been revised and converted to a permanent agreement as part of each reapplication process. The “permanent” agreement does ***not*** guarantee a sponsor the right to participate in CACFP in perpetuity; it simply relieves the SA and sponsor from the paperwork burden of including an agreement renewal for every reapplication to participate. Be sure to read, complete, sign and **RETURN BOTH AGREEMENTS** (Pink and White).

### 6. **HOUSEHOLD CONTACT POLICY**

A household contact system must be used by sponsors in their review of facilities. A household contact is required as it becomes necessary to question an onsite monitoring review or a review of a claim. Technical Assistance Forms and procedures are enclosed to assist you in meeting program compliance.

### 7. **REIMBURSEMENT OF INFANT MEALS IN THE CHILD NUTRITION PROGRAMS**

All agencies must meet program compliance by ensuring that parents are aware of your agency’s obligation to offer meals to infants. This enclosed policy establishes the guidelines for programs to use in claiming reimbursement for meals and snacks served to infants. Technical Assistance Forms are enclosed to assist you in meeting program compliance.

**ADDITIONAL REQUIRED DOCUMENTS**

**ONLY COMPLETE THESE REQUIREMENTS IF THE REQUESTED DOCUMENTS APPLY TO YOUR AGENCY AND THE PROGRAMS UNDER YOUR SPONSORSHIP.**

**1. SPONSOR/CENTER AGREEMENT (Sponsoring Organizations Only)**

**If** the programs listed on the Schedule A are separate legal entities and/or have a separate IRS Letter of Determination 501 (c) (3), complete one Sponsor/Center Agreement and attach copy of the Letter of Determination 501 (c) (3) for each program.

**2. MONITORING FORM/ MONITORING SCHEDULE (Sponsoring Organizations Only)**

**Submit** one copy of a completed Monitoring Form.

**Submit** Monitoring Schedule (See enclosed sample).

*The schedules must include, at a minimum, three reviews each year at each center. In addition, at least two of the three reviews must be unannounced and must include observation of a meal service.*

**3. PROPRIETARY LETTER OF CERTIFICATION (Sponsors of For-Profit Centers Only)**

The Child and Adult Care Food Program requires that sponsors of proprietary (for-profit) center(s) annually certify that each center is in compliance with program requirements. **FULLY COMPLETE, SIGN AND SUBMIT THE ENCLOSED PROPRIETARY CERTIFICATION FORM. RETAIN THE YELLOW COPY FOR YOUR RECORDS.**

**4. ATTENDANCE ZONE VERIFICATION LETTER (Sponsors of "At Risk" Centers Only)**

**If** your agency is operating an "At Risk" After-School Program, an official document must be prepared without variation on the official school letterhead for each site.

**REMINDER:** It is sponsoring agency's responsibility to ensure that this office receives the necessary documents for approval. Therefore, you should be aware that documents not received within the required timeframes for application renewal will result in a loss of reimbursement. We recommend that you have another person within the agency review the content of your renewal package to verify that your application is correct and complete to avoid late approval.

Vouchers will be mailed under separate cover. It is not necessary to wait for your approval letter before submitting vouchers for the new agreement year. **All vouchers must be mailed by the 10<sup>th</sup> of the month following the month covered by the claim for reimbursement.** Federal regulations prohibit payment of any vouchers not received within the required timeframe. An explanation that "the application or voucher was mailed" is not an acceptable reason for application renewal packages and vouchers received after the required timeframe. Therefore, we recommend that you send your application renewal packages and voucher(s) by certified mail, return receipt requested to avoid loss of reimbursement.

The "Appeal Procedure" and "Complaint Procedures" are enclosed for your information. The Child and Adult Care Food Program recommends that you review this procedure carefully so that you may use it effectively throughout the coming year.

**Enclosures:**

2009 APPLICATION PACKAGE	ITEMS TO COMPLETE and/or MAINTAIN ON FILE
<ul style="list-style-type: none"> <li>• 2009 Renewal Checklist</li> <li>• Schedule A Worksheet</li> <li>• <b>PREMANENT</b> Pink and White Agreements</li> <li>• Sponsor Management Plan</li> <li>• Pre-approval/Monitoring Forms (<i>Sponsor Organizations Only</i>)</li> <li>• 2009 CACFP Eligibility Application and Parent Letter</li> <li>• Sponsor-Center Agreement (<i>Required for separate legal entity sites</i>)</li> <li>• Proprietary Letter of Certification (<i>For-Profit Centers Only</i>)</li> <li>• Attendance Zone Verification Letter (<i>At-Risk Centers Only</i>)</li> </ul>	<ul style="list-style-type: none"> <li>• 2009 CACFP Eligibility Applications</li> <li>• CACFP Eligibility Record</li> <li>• 08-09CACFP Household Size and Income Scale</li> <li>• Training Documentation Form</li> <li>• 08-09 CACFP Civil Rights Data Collection Form</li> <li>• Field Trip Policy</li> <li>• CACFP Checklist For Reporting Changes</li> <li>• Appeal Procedure and Complaint Form</li> </ul>