



# State of New Jersey

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**JUNE 2010**

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 #11-1, The 2011 CACFP Application Package  
(Effective dates: 10/1/10 - 9/30/11)**

The 2011 Child and Adult Care Food Program (CACFP) Application Renewal Package is enclosed for completion. The package must be returned by August 31, 2010 to participate in the 2011 Agreement Year. The Agreement Year begins **October 1, 2010** and ends September 30, 2011. We encourage you to complete the application materials as early as possible!

**INCOMPLETE, MISSING DOCUMENTS AND/OR SIGNATURES AND FAILURE TO RETURN THE RENEWAL PACKAGE BY AUGUST 31, 2010 COULD RESULT IN LOSS OF REIMBURSEMENT.**

**CAREFULLY READ** the entire memo, complete the enclosed CACFP renewal package, Schedule A, and checklist. To avoid late approval, be sure that another person within your agency reviews the content of your renewal package to verify that the application is correct and complete with appropriate signatures.

**REIMBURSEMENT PAYMENTS FOR THE 2011 AGREEMENT YEAR WILL NOT BE INITIATED UNTIL BOTH THE RENEWAL PACKAGE AND SCHEDULE A WORKSHEET ARE FULLY COMPLETED AND APPROVED. AGENCIES WILL BE INELIGIBLE FOR REIMBURSEMENT FOR EACH MONTH SATISFACTORY DOCUMENTATION AND/OR CORRECTIONS REMAIN 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 2011 APPLICATION PACKAGE IS POSTMARKED NOVEMBER 15, 2010, THE EARLIEST POSSIBLE EFFECTIVE DATE OF THE 2011 AGREEMENT WILL BE OCTOBER 1, 2010. AN EXPLANATION THAT "THE APPLICATION PACKAGE WAS MAILED" IS NOT AN ACCEPTABLE REASON FOR APPLICATIONS RECEIVED AFTER THE REQUIRED TIMEFRAME.**

**RECOMMENDATION: TO AVOID LOSS OF REIMBURSEMENT, SEND APPLICATION BY CERTIFIED MAIL, RETURN RECEIPT REQUESTED.**

You will receive a cover letter and 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, 2010 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 2011 APPLICATION RENEWAL HIGHLIGHTS**

1. **APPLICATION RENEWAL CHECKLIST**

The "2011 Child and Adult Care Food Program Application Renewal Checklist" describes the materials that must be submitted for approval. 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 with the application documents.

2. **HOUSEHOLD SIZE AND INCOME SCALE, ENROLLEMENT AND ELIGIBILITY FORMS**

Attached are the 2009-10 CACFP Family Size and Income Scale, the Child and Adult Care Food Program (CACFP) Eligibility Application and Parent/Participant Letter, and the CACFP Eligibility Record. These forms are usually updated annually and effective from July 1 of a given year to June 30 of the following year. However, the release of the Income Eligibility Guidelines for FY 2011 has been delayed. The reason is the 2010 Poverty Guidelines, on which they are dependant, have been delayed in their release and the US Department of Health and Human Services has not indicated when the new poverty guidelines will be published.

Since current guidelines are effective through June 30, 2010, there is no immediate effect on eligibility. It is expected that if the publication of the FY 2010 Poverty Guidelines are delayed for the year, the 2009 poverty guidelines will stay in effect and there will be no change to the income eligibility guidelines. You will receive notification as more information becomes available.

**WHAT IS THE SPONSOR'S OBLIGATION?**

USDA requires a current and complete eligibility application for all participants determined in the free or reduced categories. It is your responsibility to re-collect and ensure that eligibility documentation is current, complete and properly determined in order to receive correct reimbursement rates and proper payment.

Current means that the eligibility application is signed and dated by parents and guardians not to exceed 12 months from the date of the parent/guardian's signature. The date must be completed to verify that forms on file are within the last 12 months. Therefore, Incomplete, outdated and/or missing applications must be classified in the paid category, resulting in the lowest rate of reimbursement paid to your agency for those applications.

Records unavailable on-site at the time of the visit will result in an overclaim to your sponsorship for any meals for which proper documentation is not available.

3. **2011 SCHEDULE A WORKSHEET** - The Schedule A Worksheet initiates payment to your agency for the 2011 Agreement Year. 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. **Failure to return the Schedule A Worksheet by August 29, 2010 will result in forfeiting reimbursement for each month it remains outstanding.**

4. **FEDERAL FINANCIAL ACCOUNTABILITY TRANSPARENCY ACT (FFATA)**

Annual renewal of CCR registration is required to remain active. Consult your agency's business office, chief financial officer, grant administrator or authorizing official to ensure the DUNS number and Central Contractor Registration (CCR) are current in order to complete the 2011 application renewal package.



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For detailed information on the CCR and Step-by-step screen shots of the registration process, refer to the CCR User's Guide or FAQs at: <http://www.ccr.gov/handbook.aspx>, or contact:

**CCR Assistance Center (8am - 4pm Eastern Time)**  
**888-227-2423**  
**269-961-5757**  
**DSN: 661-5757**

5. ***CACFP REIMBURSEMENT AGREEMENT*** – Be sure to review and transfer the Permanent Agreement to your current CACFP approval files. The “permanent” agreement does ***not*** guarantee a sponsor the right to participate in CACFP in perpetuity; it simply relieves the state agency and sponsor from the paperwork burden of submitting an agreement renewal for every reapplication to participate.
6. ***CACFP TECHNICAL ASSISTANCE FORMS***  
Be sure to review the attached forms and policies provided to help you achieve and maintain program compliance.

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**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. ***Complete, sign and submit the enclosed proprietary certification form.***
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.***



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**Enclosures:**

**2011 APPLICATION PACKAGE ( ITEMS TO RETURN )**

- 2011 CACFP Renewal Checklist
- Schedule A Worksheet
- Sponsor Management Plan
- Pre-approval/Monitoring Forms (*Sponsor Organizations Only*)
- Sponsor-Center Agreement (*Required for separate legal entity sites*)
- Proprietary Letter of Certification (*For-Profit Centers Only*)
- Attendance Zone Verification Letter (*At-Risk Centers Only*)

**ITEMS TO REVIEW COMPLETE and/or MAINTAIN ON FILE**

- Permanent Agreement (*Review/File with Current Documents*)
- 2010 CACFP Eligibility Application and Parent Letter
- 09-10 CACFP Household Size and Income Scale
- CACFP Eligibility Record
- Training Documentation Form
- 09-11 CACFP Civil Rights Data Collection and Procedure Form
- Field Trip Policy
- Outside Employment Policy
- Household Contact Policy
- Meal Service Duration Policy
- Infant Meals Policy
- CACFP Required Meal Count Record
- CACFP Checklist For Reporting Changes
- Appeal Procedure and Complaint Form

**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.