



State of New Jersey

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JULY 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 #11-2, 2011 Application Renewal Package - *Proprietary Letter of Certification*

The enclosed Proprietary Letter of Certification document was omitted from your 2011 Renewal Application package sent on June 30, 2010.

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. Meals served at for profit centers during a calendar month when less than 25 percent of the center's enrollment or licensed capacity (whichever is less) receive Title XIX or Title XX benefits, or are eligible for free and reduced price meals may not be claimed for reimbursement.

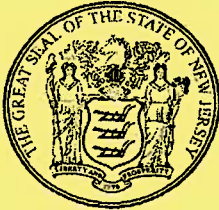
Please be sure to complete, sign and submit this document with your 2011 renewal application.

We apologize for any inconvenience this may have caused.

If you have any questions or need technical assistance, contact your child nutrition specialist at (609) 984-1250.

TDWJ/Memo 11-2





**NEW JERSEY DEPARTMENT OF AGRICULTURE
DIVISION OF FOOD AND NUTRITION
CHILD AND ADULT CARE FOOD PROGRAM**

**ADDITIONAL REQUIRED DOCUMENT
(PROPRIETARY (FOR-PROFIT) ORGANIZATIONS ONLY)**

PLEASE TYPE OR PRINT

**CHILD AND ADULT CARE FOOD PROGRAM
PROPRIETARY LETTER OF CERTIFICATION
SPONSORS OF PROPRIETARY (FOR-PROFIT) DAY CARE CENTERS ONLY**

Sponsors of proprietary centers must demonstrate that each for-profit center participating in the Child and Adult Care Food Program is in compliance with the following:

1. Provides nonresidential child care services for which it receives compensation from amounts granted to the States under Title XIX / XX of the Social Security Act, and that
2. Title XIX / XX or Free and Reduced child care beneficiaries constitute no less than 25 percent of enrolled eligible participants or licensed capacity, whichever is less.

Therefore, 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.

NOTE: Sponsors may not combine the number of participants receiving Title XX support with the number participants within the free or reduced price eligibility criteria in order to meet the 25 percent threshold. If the percentage is less than 25 percent for any given reporting month, you must contact the Child and Adult Care Food Program for further guidance.

COMPLETE, SIGN AND SUBMIT THE FOLLOWING INFORMATION. MAINTAIN A COMPLETED COPY FOR YOUR FILES.

LEGAL NAME OF AGENCY: _____ **AGREEMENT #** ____ - ____ - ____

Dear Program Specialist:

This letter is to report that Title XIX / XX day care beneficiaries in the center(s) listed below constitute no less than 25 percent of enrolled eligible participants or licensed capacity, whichever is less for the month of _____

(Provide Information For Most Current Month)

The figures below support this percentage:

Name of Center / Facility	# Participants <small>(Free/Reduced or (TANF) or (Title XX / XIX)</small>	÷	Total Enrollment	=	Eligibility Percentage
1. _____	_____	÷	_____	=	_____ %
2. _____	_____	÷	_____	=	_____ %
3. _____	_____	÷	_____	=	_____ %
4. _____	_____	÷	_____	=	_____ %
5. _____	_____	÷	_____	=	_____ %

By signing below, I certify that the above information is true and correct and may be verified by the required CACFP supportive documents on file at this center. We also certify that our agency will operate in accordance with the CACFP Agreement and all provisions of 7CFR Part 226. I also understand that this is being given in connection with the receipt of Federal funds; that Department officials, may, for cause, verify information; that the information provided on this form is true to the best of my knowledge and that deliberate misrepresentation may subject me to prosecution or civil action under applicable State and Federal criminal or civil statutes.

(Signature of Legal Agency's Executive Director)

(Date)