



State of New Jersey

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JUNE 2012

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 #13-1, The 2013 CACFP Application Package
(Effective dates: 10/1/12 - 9/30/13)**

The 2013 Child and Adult Care Food Program (CACFP) Application Renewal Package is enclosed for completion. The package must be returned by August 31, 2012 to participate in the 2013 Agreement Year. The Agreement Year begins **October 1, 2012** and ends September 30, 2013. We encourage you to complete the application materials as early as possible!

CAREFULLY READ this entire memo and follow the enclosed instructions to complete the 2013 renewal package and Schedule A. To avoid late approval, be sure that another person within your agency reviews the content of your renewal package with the checklist to verify that the application is correct and complete with the appropriate attachments and signatures.

Reimbursement payments for the 2013 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. Incomplete, missing documents and/or signatures, and failure to return the renewal package by August 31, 2012 could result in loss of reimbursement. It is the sponsoring agency's responsibility to ensure that this office receives the necessary documents for approval.

THE APPROVAL PROCESS

Note: section 226.12(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 2013 application package is postmarked November 15, 2012, the earliest possible effective date of the 2013 agreement will be October 1, 2012. An explanation that "the application package was mailed" is not an acceptable reason for applications received after the required timeframe.

Recommendation: For recordkeeping purposes, proof of mailing, as well as proof of delivery, send the renewal package by certified mail, return receipt requested. Be sure to list the Certified Mail Return Receipt number on the documents that you send. For example, "Via Certified Mail XXX XXX XXX" to record the certified mail tag's serial number. Doing this verifies what is contained in the envelope.

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, 2012 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 2013 APPLICATION RENEWAL HIGHLIGHTS

1. SPONSOR MANAGEMENT PLAN (SMP) WORKSHEET (*Sponsors of Child Care Centers Only*)

Attached is a **new format** with instructions for the Sponsor Management Plan. The Worksheet is pre-filled with information submitted by your agency during the 2012 agreement year. Please review each line of the entire SMP Worksheet to verify if all of the information is complete, accurate and current.

2. MAILING ADDRESS: ZIP CODE EXTENSION (EXT.)

To ensure compliance with the FFATA reporting requirements, a nine-digit zip code is required. The nine-digit zip code is validated against the us postal service's (USPS) database, which ensures that the location can be accurately identified as well as aligning with the correct congressional district. *For example, the nine-digit zip code for the CACFP office is 08625-0334.* You can find a full zip code for an address by contacting your local post office. Or, you may look up zip codes by street address, city, and state at the USPS zip code website: <https://www.usps.com/>.

New item

3. FISCAL YEAR END DATE (FYE)

Your agency's Fiscal Year end date is your annual accounting period for keeping records and reporting income and expenses. It represents any twelve-month period a business uses for accounting purposes. It also depends on the type of legal entity of your business. *For example, our State fiscal year ends June 30; our Federal fiscal year ends September 30.* Before completing this information, check with your accountant or tax adviser for your agency's type of business and fiscal year end date.

New item

4. 2013 SCHEDULE A WORKSHEET - The Schedule A Worksheet initiates payment to your agency for the 2013 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 31, 2012 could result in forfeiting reimbursement for each month it remains outstanding.**

5. 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 2013 application renewal package.

CCR Transition to SAM

At the end of July 2012, the Central Contractor Registration (CCR) system is going away. CCR will be migrated into a new system called System for Award Management (SAM). The system has reduced the number of passwords, the number of systems, and data redundancy by sharing the data across the award lifecycle. To meet the annual renewal requirement, please visit SAM.gov for more information. **For assistance in the CCR renewal process, please contact the Federal Service Desk (FSD). The purpose of the Federal Service Desk (FSD.gov) is to assist visitors to get the information and assistance they need for the websites that FSD supports. You may contact FSD toll-free at 1-866-606-8220.**

New item

6. 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.

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7. CACFP TECHNICAL ASSISTANCE FORMS

Be sure to review the attached forms and policies provided to help you achieve and maintain program compliance.

Using these forms and the Schedule A to report program changes should reduce or eliminate the need for creating some of the required documents and composing several letters to the CACFP (Also, see Worksheet Schedule A Instructions).

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**)

New item

The CACFP agreement between the sponsoring organization and the day care center has been converted to a permanent agreement as part of the annual renewal process effective September 30, 2012. Therefore, **BE SURE TO REVIEW AND MOVE THE 2012 SPONSOR/CENTER AGREEMENTS FORWARD TO YOUR CURRENT CACFP.** The “permanent” agreement does not guarantee a center/program the right to participate in CACFP in perpetuity; it simply relieves the Sponsor and Center/Program from the paperwork burden of submitting an agreement every year for the annual renewal process. Any changes in approval criteria will be communicated via a copy of an updated addendum and/or Schedule A. Such updated or other required documents shall be considered a modification for the duration of this agreement.

Be sure to review the enclosed rights and responsibilities of the sponsoring organization and the day care center as part of your annual training requirements.

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. *For more information, refer to the cover page of the Technical Assistance Forms enclosed with the renewal package.*

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Enclosures:

<u>2013 APPLICATION PACKAGE (ITEMS TO RETURN)</u>	<u>ITEMS TO REVIEW COMPLETE and/or MAINTAIN ON FILE</u>
<ul style="list-style-type: none"> • 2013 CACFP Renewal Checklist • Schedule A Worksheet • Sponsor Management Plan/SMP Worksheet (<i>Child Care only</i>) <p><i>SEE TECHNICAL ASSISTANCE PACKET</i></p> <ul style="list-style-type: none"> • Most recent Pre-approval/Monitoring Forms (<i>Sponsor Organizations Only</i>) • Proprietary Letter of Certification (<i>For-Profit Centers Only</i>) • Attendance Zone Verification Letter (<i>At-Risk Centers Only</i>) 	<ul style="list-style-type: none"> • Permanent Agreement (<i>Review/Move forward with Current Documents</i>) • Spon./Ctr. Agreement (<i>Review/Move forward with Current Documents</i>) • 2012 CACFP Eligibility Application and Parent Letter • 12-13 CACFP Household Size and Income Scale • CACFP Eligibility Record • Training Documentation Form • 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 <u>Required</u> 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 10th 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.