



# State of New Jersey

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**AUGUST 2014**

**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 #14-1, The 2014 CACFP Renewal Process and Web-Based System Announcement  
(Effective dates: 10/1/13 - 9/30/14)**

**SUMMARY:** *This memo provides a brief overview of the implementation of the CACFP Conversion to Online Web-Based system, which will eliminate the need to submit paper forms, while increasing the accuracy of the data and the speed with which payments are made. In addition, this memo provides general information regarding the 2014 CACFP Application Renewal process.*

During the month of May 2013, the CACFP office sent an electronic message (email) to participating institutions announcing that the New Jersey Department of Agriculture, Division of Food and Nutrition (NJDA) office is in the process of implementing an online web-based system for the administration of the Child and Adult Care Food Program (CACFP). This announcement was transmitted to the email address provided by your institution in your 2013 Sponsor Management Plan and renewal package. In the email, institutions were advised to establish a business email address and that your organization's point of contact for receiving messages from our office remains current throughout the life cycle of this project. A copy of the announcement with more details is enclosed for your reference. If you did not receive the email announcement, it is imperative that you update your records and submit your institution's business email address along with any program changes to the CACFP office to help ensure project implementation continuity.

## **CACFP 2014 RENEWAL PROCESS**

The Agreement Year begins October 1, 2013 and ends September 30, 2014. The new web-based system will replace the current paper process, allowing for on-line data entry of CACFP institution and facility information including monthly reimbursement claims, and the uploading of required documents. Therefore, a hard-copy of the CACFP Application Renewal Package will **not** be mailed to participating institutions for fiscal year 2014. Guidance will be forthcoming through the CACFP mailbox system to facilitate the registration process for access to the online system. Therefore, it is crucial that your agency take steps *now* to ensure on-going monitoring of the CACFP Online Project email messages. You will recognize the CACFP Online Project display name as **agncopr**, with an email address as [cacfonlineproject@ag.state.nj.us](mailto:cacfonlineproject@ag.state.nj.us)

**Note:** Spam or junk email filters are often used to prevent unrequested emails. However, they may also block legitimate emails. You may prevent blocking CACFP Online Project messages by adding our address [cacfonlineproject@ag.state.nj.us](mailto:cacfonlineproject@ag.state.nj.us) to your address book. For instructions on how to add our contact information to your address book, please contact your email service provider.

### **2014 MEAL BENEFIT FORMS**

Enclosed are the 2013-14 CACFP Meal Benefit forms. USDA requires a current and complete eligibility application for all participants determined in the free or reduced categories. Therefore, agencies must annually 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/guardians within the last 12 months. The date and signature must be completed to verify that the forms on file are current. **Incomplete, outdated and missing applications must be classified in the paid category, resulting in the lowest rate of reimbursement paid to your agency for those applications.**

### **APPEAL PROCEDURES AND COMPLAINT PROCEDURES**

The "Appeal Procedure" and "Complaint Procedures" are enclosed for your information. The Child and Adult Care Food Program recommends that you monitor program compliance carefully to ensure the CACFP operates effectively throughout the coming year.

### **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 your most current Sponsor Management Plan (SMP) and Schedule A to report program changes will eliminate the need for creating documents and composing letters to the CACFP office. To provide program updates to your SMP or Schedule A, use one line to cross out old information and print the corrections/updates clearly above the old entry <sup>change</sup> ~~(sample)~~ **using a different color ink.**

### **CLAIMS FOR REIMBURSEMENTS**

The CACFP Online Project will be a three-stage phased implementation approach over a period of two years, which will allow time to adapt business processes and procedures to the new system. The On-Line Application System will be followed by implementation of the Claims System. Therefore, participating institutions will receive CACFP vouchers under separate cover. Until further notice, institutions must **continue to mail vouchers by the 10<sup>th</sup> of the month following the month covered by the claim for reimbursement.** Federal regulations prohibit payment of vouchers not received within the required timeframe. Also, enclosed with this package is the CACFP Reimbursement Rates announcement effective July 1, 2013 - June 30, 2014 (Memo# 14-2).

### **REMINDER:**

The CACFP agreement stipulates that institutions must notify NJDA **within 10 days** of any program change to include a change in the institution's Board Members and Responsible Individuals/Principals. Within the terms of the agreement, the institution's Board Members and Responsible Individuals/Principals are agreeing to be held administratively and financially responsible for the CACFP program operation and its oversight. Therefore, **Board Members and Responsible Individuals/Principals must be informed** of their roles and responsibilities related to the CACFP operation. This is especially important when programmatic findings and/or errors result in an overclaim. Also, it is the institution's responsibility to ensure that the CACFP office receives any information requested in order to meet program compliance. An explanation that "submissions, etc. were mailed" is not an acceptable reason for documents and vouchers received after the required timeframe. Therefore, we recommend that submissions are sent via certified mail, return receipt requested, to avoid a seriously deficient determination and/or loss of valuable reimbursement.

### **2013-14 NFSMI PLANNER**

The enclosed 2013-14 planner has been developed by the National Food Service Management Institute (NFSMI). The CACFP Planner includes a featured CACFP Resource each month and other valuable items available on the NFSMI website for Childcare Professionals. The planner covers the months of August 2013 through July 2014.

For questions or concerns relative to your day-to-day CACFP operation and requirements, contact your Nutrition Program Specialist at (609) 984-1250.