



State of New Jersey

DEPARTMENT OF AGRICULTURE
33 West State Street 4th Floor
PO Box 334
TRENTON NJ 08625-0334

CHRIS CHRISTIE
Governor
KIM GUADAGNO
Lt. Governor

DOUGLAS H. FISHER
Secretary

DATE: June 7, 2013
TO: Child and Adult Care Food Program Sponsors
FROM: Tanya DW Johnson *Tanya DW Johnson*
Coordinator, Child and Adult Care Food Program
Division of Food and Nutrition
SUBJECT: **CACFP Conversion to Online Web-Based system**

The New Jersey Department of Agriculture, Division of Food and Nutrition is implementing an online web-based system for the administration of the Child and Adult Care Food Program (CACFP).

The new web based system is replacing 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. In addition, the system will provide immediate feedback advising participating agencies when incomplete or incorrect information is entered, thus improving the timely submission of data and increasing program efficiencies.

This 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 phased approach will consist of the following components:

1. On-Line Application System
2. On-Line Claims System
3. On-Line Compliance Review System

In order to use specific services that will be provided by the CACFP office, institutions will be required to complete a registration process to access the online system. **Guidance will be forthcoming through this CACFP mailbox system to facilitate this process.**

The use of a business email address will be required, as many addresses in our data base may be personal email addresses. Therefore, it is crucial that your agency take

steps now to ensure the email address remains current, and there's on-going monitoring of the CACFP Online Project messages throughout the life cycle of this project.

Should the email address change, it is imperative that you update the address immediately with the CACFP office to ensure project implementation continuity. If this presents a hardship or requires further guidance, please reply to this email address, cacfonlineproject@ag.state.nj.us, or contact the CACFP office at (609) 984-1250.

This *temporary* mailbox system will be dedicated to the CACFP Online Project, and will only be used to provide directives and retrieve responses pertaining to the CACFP Online Project. Your email will be used only for the purposes stated above, and will not be shared with a third party.

An *Automatic Reply* will be generated to addressees attempting to leave messages unrelated to the CACFP Online Project mailbox. Messages unrelated to the project will be considered undelivered and will then be deleted from the system.

Your Nutrition Program Specialist is happy to provide assistance with any questions or concerns relative to your day-to-day CACFP operation and requirements, by contacting our office directly at (609) 984-1250.

We would like to thank you for your patience and cooperation as we implement the CACFP web-based system to help simplify administration, enhance services, and improve operational efficiencies.