



State of New Jersey

DEPARTMENT OF AGRICULTURE
Division of Food & Nutrition
PO Box 334
TRENTON NJ 08625-0334

CHRIS CHRISTIE
Governor

KIM GUADAGNO
Lt. Governor

DOUGLAS H. FISHER
Secretary

OCTOBER 2013

TO: CHILD AND ADULT CARE FOOD PROGRAM INSTITUTIONS

FROM: Tanya DW Johnson, Coordinator
Child and Adult Care Food Program
Division of Food and Nutrition

SUBJECT: Memo #14-3, 2014 CACFP Schedule A
(Effective dates: 10/1/13 - 9/30/14)

SUMMARY: *This memo provides Institution's Schedule A to initiate payment for Fiscal Year 2014.*

Enclosed is a copy of your Schedule A, which initiates payment to your institution for the new (2014) Agreement Year.

It is important that you review the Schedule A to ensure that information is correct for all the programs you will operate effective October 1, 2013. If there are any discrepancies, please submit the corrections to this office immediately.

Institutions are required to report any program changes in writing to the Child and Adult Care Food Program office within 10 days of the date the change occurred. (Refer to the Technical Assistance packet for the *Checklist For Reporting Administrative and Program Changes* form enclosed with Memo #14-1.) You may fax your change request to (609) 984-0878, or should you require additional guidance, call the CACFP office at (609) 984-1250, and your Nutrition Program Specialist will be happy to assist you. When the change request is approved, you will receive a revised Schedule A.

As required by state policy, all claims for reimbursement must be filed by the 10th day of the month following the month covered by the claim. It is *not* necessary to wait for your updated Schedule A before submitting vouchers for the new agreement year, since federal regulations prohibit payment of any vouchers not received within the required timeframe.

Enclosures: 2014 Schedule

TDWJ/Memo 14-3