



State of New Jersey

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SEPTEMBER 2014

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 #15-1, The 2015 CACFP Renewal Process**
(Effective dates: 10/1/14 - 9/30/15)

The Agreement Year begins October 1, 2014 and ends September 30, 2015. It's that time of the year when institutions are required to complete the Child and Adult Care application renewal requirements. However, since the Application Module for the Online Web-Based system is near completion, the CACFP has abbreviated the renewal requirements for the 2015 agreement year. As we enter into the new agreement year, institutions will continue to update and report program information and changes **within 10 days** of any program change.

Online System Update

Guidance will be forthcoming through the CACFP mailbox system to facilitate the registration process for access to the online system. Therefore, it is imperative that your agency ensures on-going monitoring of the CACFP Online Project email messages, and that your email, business address(es), and responsible principle contact information remains current with the CACFP office. You will recognize the CACFP Online Project display name as **agncopr**, with an email address as cacfonlineproject@ag.state.nj.us.

Note that messages returned undelivered due to email address changes will not negate notices issued. Delivery will have been considered to have been made to the last known address on file as provided by your institution.

CACFP 2015 Renewal Process Requirements

The enclosed documents require your review and attention in order to renew CACFP participation for the 2015 agreement year beginning October 1, 2014. Ensuring that CACFP records are updated with current information will also help to facilitate data entry and transition to the online system:

- **2015 SCHEDULE A WORKSHEET**
The Schedule A Worksheet will initiate payment to your agency for the 2015 Agreement Year. A *Sample* SCHEDULE A Worksheet is attached for demonstration purposes. **Review, update, sign, date and return the Schedule A Worksheet by September 30, 2014.** Be sure to maintain a photocopy of the Schedule A and any subsequent change(s) reported to the CACFP office for your files.

- **SPONSOR MANAGEMENT PLAN:**

Child Care Institutions must review the enclosed Worksheet Sponsor Management Plan (SMP) to ensure the information is current. The worksheet is also a management tool to help plan and monitor your food service operation by estimating and comparing the projected CACFP reimbursement and program related costs for the fiscal year. It is not necessary to return the SMP, unless a change is being reported.

Adult Day Care Institutions must review the most recently completed CACFP Sponsor Management Plan (SMP) on file, and use the CACFP Checklist for Reporting Changes enclosed with the Technical Assistance Forms packet to report program changes. Also, enclosed is the Estimating/Comparing/Controlling CACFP Income and Operating Costs form. The worksheet is a management tool to help plan and monitor your food service operation by estimating and comparing the projected CACFP reimbursement and program related costs for the fiscal year. It is not necessary to return this form.

FEDERAL FINANCIAL ACCOUNTABILITY TRANSPARENCY ACT (FFATA) - Annual renewal of SAM registration is required to remain active. Public Law 109-282, the Federal Funding Accountability and Transparency Act of 2006 as amended, requires financial data disclosure of all entities and organizations receiving Federal funds to enable taxpayers and policy makers to track federal spending more effectively.

Consult your agency's business office, chief financial officer, grant administrator or authorizing official to ensure the DUNS number and System for Award Management (SAM) are current in order to maintain compliance with reporting requirements under FFATA.

It is the responsibility of each institution to review the enclosed information for the institution and facilities to ensure information is current. When reporting revisions or updates, **do not use "White Out"** to cover up the old information. Instead, use one line to cross out old information and make the corrections/updates in the same section by printing clearly, the new information using a different color ink. We recommend that you have another person within your agency review the contents for your institution to verify that information is correct.

All requested changes require signature and date of the authorized institution representative. Be sure to make a copy of the reported changes for your files.

2015 MEAL BENEFIT FORMS

Enclosed are the 2014-15 CACFP Meal Benefit forms. USDA requires a current and complete eligibility application for all participants determined in the free or reduced categories. It is the responsibility of institution responsible principles to review the cover page for instructions to collect and maintain these documents. 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.

CACFP TECHNICAL ASSISTANCE FORMS

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

APPEAL PROCEDURES AND COMPLAINT PROCEDURES

The "Appeal Procedure" and "Complaint Procedures" are enclosed for your information.

CLAIMS FOR REIMBURSEMENTS

Participating institutions will receive CACFP vouchers under separate cover. Institutions must continue to mail vouchers by the 10th 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, 2014 - June 30, 2015 (Memo# 15-2).

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. **For recordkeeping purposes, proof of mailing and delivery, we strongly recommend that you send correspondence 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.**

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. (Refer to the enclosed cover page and handout for more information regarding board member responsibilities). This is especially important when programmatic findings and/or errors result in an overclaim.

In addition, be sure to review and forward the Permanent Agreement to your current CACFP files. The "permanent" agreement does **not** guarantee an institution the right to participate in CACFP in perpetuity; it simply relieves the state agency and institution from the paperwork burden of submitting an agreement renewal for every reapplication to participate.

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

ITEMS TO REVIEW COMPLETE and MAINTAIN ON FILE

- **TECHNICAL ASSISTANCE FORMS** (Read and review requirements for each document)
 - Attendance Zone Verification Letter (*At-Risk Afterschool Institutions Only*)
 - CACFP Checklist For Reporting Changes
 - CACFP Civil Rights Data Collection, Appeal Procedure, and Complaint Form
 - Field Trip Policy
 - Household Contact Policy
 - CACFP Required Meal Count Record
 - Meal Service Duration Policy
 - Monitoring Form, Pre-Approval Visit Form, Monitoring Schedule Form
 - Infant Meals Policy
 - Outside Employment Policy
 - Training Documentation Form
 - Proprietary Letter of Certification
 - Program Application
 - Agreement Between Sponsoring Organization and Day Care Form
- **PERMANENT AGREEMENT** (*Do Not Archive; Bring Forward and file with Current Documents*)

Enclosures: Division of Food and Nutrition Moving Announcement
Schedule A Worksheet
Sponsor Management Plan (*Child Care Institutions Only*)
Estimating/Comparing/Controlling CACFP Income and Operating Costs form (*Adult Care Institutions Only*)
2014-15 Rates Memo# 15-2
Meal Benefit Packet
Technical Assistance Packet
CACFP Policy Requirements - Independent Board of Directors
Appeal Procedures