




State of New Jersey  
DEPARTMENT OF AGRICULTURE  
DIVISION OF FOOD AND NUTRITION  
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JON S. CORZINE  
Governor

CHARLES M. KUPERUS  
Secretary of Agriculture

June 2008

TO: Child and Adult Care Food Program  
Family Day Care Sponsoring Organizations

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

RE: **MEMO #09-1**  
**The 2009 CACFP Application Package (10/1/08 - 9/30/09)**

Enclosed is your 2009 Child and Adult Care Food Program Family Day Care Application Package that must be completed in order to participate during the 2009 agreement year, which begins October 1, 2008 and ends September 30, 2009. It is imperative that you **carefully read** this entire memo, and the enclosed **CACFP Family Day Renewal Package and Checklist**.

You should be aware that several CACFP agencies loss 2008 reimbursement because application documents were not received and approved within the required timeframes. **Reimbursement will not be issued until the renewal package is approved.**

**The Approval Process**

The enclosed 2009 Child and Adult Care Food Program Application Renewal Checklist describe the materials that must be submitted for approval. All documents related to management and ongoing activities are enclosed **for immediate completion**.

To receive approval for 2009 beginning October 1, 2008, we strongly encourage your agency to complete the enclosed application materials no later than August 31, 2008, except the **Schedule A Worksheet, which is due no later than September 10, 2008.**

**IT IS THE RESPONSIBILITY OF THE SPONSORING ORGANIZATION TO VERIFY THAT THE APPLICATION RENEWAL PROCESS HAS BEEN COMPLETE.**

**NOTE:** Section 226.11(a) of the CACFP regulation stipulates that application 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 2009 Application Package is postmarked November 15, 2008, the earliest possible effective date of the 2009 Agreement will be October 1, 2008. **An explanation that "the application package was mailed" is not an acceptable reason for applications received after the required timeframe. Therefore, we recommend that you send your application by certified mail, return receipt requested to avoid loss of reimbursement.**

You will receive a cover letter and your pink Agreement 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, 2008 regarding the status of your application approval, we strongly recommend that you contact your child nutrition specialist.

### **The Schedule A**

**The Header Information** is enclosed from your agency's most current Schedule A on file. This information is a summary of the Sponsor Management Plan and must be updated with signature and date in order to complete the Child and Adult Care Food Program renewal package for the 2009 federal fiscal year. Update the agency information on the first page only. An example of how you must complete the WORKSHEET SCHEDULE A is attached for demonstration purposes. We suggest that a second staff member review the revisions to ensure the information is consistent with the information reported in the Sponsor Management Plan. Failure to return the Worksheet Schedule A by September 10, 2008 will result in forfeiting reimbursement for fiscal year 2009 and each subsequent month it remains outstanding.

*If you are **adding new providers**, do not send their documents with the 2009 renewal application package; instead, **send** their documents **under separate cover with the regular monthly updates**. Also, incomplete packets will cause a delay/denial of the provider application.*

**Provider Information** reported on the Schedule A is a perpetual file. Each sponsor must continue to maintain and report revised enrollment and tier information for all providers, including information for the provider's own child(ren), on a monthly basis. **Providers must also continue to collect annual enrollment statements from the parents/guardians for each participating child, including the provider's own children.**

**Providers Transferred** must comply with the new sponsors pre-approval procedures and training requirements. The new sponsor must process all transferred providers as new providers. According to the Transfer Policy, "the state agency will not grant approval for a transfer prior to the first day which the provider can operate the full month under the new sponsoring organization. If a day care home terminates from Sponsor "A" on September 10th, the earliest approval date under Sponsor "B," would be October 1st."

**New Provider** - Be sure to photocopy and update the revised information on the latest Schedule A received from the CACFP office. Return the Schedule A updates, no later than 15<sup>th</sup> of the month in order to be approved and effective the first day of the upcoming month. Therefore, if you want to add a new provider effective November 1, 2008, the provider application, agreement, registration certificate, pre-inspection form, and sample menu must reach the state agency office **NO LATER THAN October 15, 2008**.

**Note: Failure to return the Worksheet Schedule A by September 10, 2008 will result in forfeiting the October reimbursement.**

### **Civil Rights**

Sponsors must meet compliance with the Civil Rights Act of 1964, in that no person is excluded from participation in, denied the benefits of, or subjected to discrimination under the program on the grounds of race, color, national origin, sex, age, disability and retaliation. The nondiscrimination statement has been revised to include "retaliation" and a new address as listed in the enclosed collection form and procedures. The Civil rights data must be collected annually and maintained on file for review by the CACFP.

Recent Administrative Review findings disclosed that Sponsoring Organizations did not display the "...And Justice For All" poster in prominent areas and publications. Also, other forms of communications did not contain the required nondiscrimination statement and the procedure for filing a complaint. Enclosed are peel and stick non-discrimination statements to affix in a prominent place in each publication, i.e., leaflets, brochures, bulletins, and newspaper announcements when produced.

### **FDCFP TECHNICAL ASSISTANCE FORMS**

Standardized Family Day Care forms, including the Food Nutrition Services (FNS) Budget Instructions are enclosed for your use in the upcoming agreement year. We are supplying these forms to enable you to meet annual CACFP requirements as efficiently as possible. Using these forms and the Schedule A to report program changes should eliminate the need for you to compose letters to our office. A separate cover letter for a Schedule A change, field trip request, or to report changes is not needed. Each submission must be identified with the sponsor name, agreement number and a dated signature of the person reporting the information.

### **CACFP 2009 APPLICATION COMPLETION HIGHLIGHTS**

#### **1. APPLICATION RENEWAL CHECKLIST**

**Complete And Check  As You Prepare Each Required Document.**

**To avoid omissions and a delay in your application approval, sign, date and return the checklist with all documents as one package**

#### **2. SPONSOR MANAGEMENT PLAN and ATTACHMENTS**

It is important that you carefully read and complete this document. The Reimbursement Rates Memo (*Memo #09-2*) will be mailed under separate cover. You will need this information to prepare the budget section of the Sponsor Management Plan.

**Page 8**, of the Sponsor Management Plan, Administrative Budget Revision Request is for your use whenever you need to **modify** your budget.

Sponsor Management Plan revisions include the following:

- IRS & Vendor Identification #s
- National Disqualified List (submission requested)
- New Budget Format

#### **3. PINK AND WHITE REIMBURSEMENT AGREEMENTS**

Be sure to read, complete, sign and **return both (Pink and White) Agreements**. All information must be properly addressed on the last page of the Agreement. Failure to do so could result in application denial and/or seriously deficient determination.

#### **4. WORKSHEET SCHEDULE A**

Review and update the agency information (Header File) on the first page only. Submit Worksheet Schedule A on September 10, 2008.

#### **5. CURRENT ELIGIBILITY APPLICATION AND PARENT LETTER**

Copy both sides of a current completed application for all participants attending a Tier 2 home and/or Tier 1 provider's own children.

#### **6. SERIOUSLY DEFICIENT PROVIDER LOG**

The Family Day Care Provider Serious Deficiency Log is designed to track the status of those day care homes that were identified as seriously deficiency. Sponsoring Organization must maintain on file complete monitoring reports for those providers determined as seriously deficient.

7. **ATTENDANCE ZONE VERIFICATION LETTER**

Must be prepared without variation on **the school's letterhead for each home.**

**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 10<sup>th</sup> 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 recommend that you review this procedure carefully so that you may use it effectively throughout the coming year.

Be sure to mail all correspondence to:

Child and Adult Care Food Program  
State of New Jersey  
Department of Agriculture  
Bureau of Child Nutrition Programs  
P.O. Box 334  
Trenton, NJ 08625-0334

Use the following address for documents mailed overnight or hand delivered:

**33 West State Street, 4th Floor, Trenton NJ 08625**

For questions regarding these procedures, please contact our office at (609) 292-4498.

The enclosed items are in order as listed:

2009 APPLICATION PACKAGE	PROVIDER APPLICATION AND RE-ENROLLMENT FORMS	TECHNICAL ASSISTANCE FORMS
<ul style="list-style-type: none"><li>• 2008-09 REIMBURSEMENT RATES</li><li>• 2009 RENEWAL CHECKLIST</li><li>• SPONSOR MANAGEMENT PLAN</li><li>• SMP PAGE 8 – BUDGET REVISION REQUEST</li><li>• SCHEDULE A INSTRUCTIONS</li><li>• SCHEDULE A WORKSHEET</li><li>• 2009 PINK AND WHITE AGREEMENTS</li><li>• APPEAL PROCEDURE AND COMPLAINT FORM</li></ul>	<ul style="list-style-type: none"><li>• PROVIDER APPLICATION</li><li>• SPONSOR/PROVIDER AGREEMENT</li><li>• PRE-APPROVAL FORM</li><li>• BLANK MENUS FORMS</li><li>• TIER II PROVIDER OPTION POLICY</li></ul>	<ul style="list-style-type: none"><li>• AGREEMENT BETWEEN SPONSORING ORGANIZATION AND DAY CARE HOMES</li><li>• ATTENDANCE AND MEAL COUNT RECORD FORM</li><li>• ATTENDANCE ZONE VERIFICATION LETTER</li><li>• CHECKLIST FOR REPORTING ADMINISTRATIVE AND PROGRAM CHANGES FORM</li><li>• CIVIL RIGHTS DATA COLLECTION AND COMPLAINT FORM</li><li>• CHILD / INFANT MENU FORM</li><li>• ELECTION OF REIMBURSEMENT OPTION FORM</li><li>• HOME ENROLLMENT FORM</li><li>• INCOME ELIGIBILITY APPLICATION/PARENT LETTER/ INCOME ELIGIBILITY RECORD</li><li>• FEDERAL ID LETTER</li><li>• HOUSEHOLD CONTACT</li><li>• MONITORING FORMS (PRE-APPROVAL FORM, PROVIDER REVIEW FORM, AND HOME REVIEW FORM)</li><li>• OUTSIDE EMPLOYMENT POLICY</li><li>• NATIONAL DISQUALIFIED LIST</li><li>• NOTICE OF REIMBURSEMENT DEDUCTIONS</li><li>• PROVIDER FOOD STAMP PROGRAM CATEGORICALLY ELIGIBILITY LIST</li><li>• POLICY FOR PROVIDERS</li><li>• PROVIDER APPLICATION</li><li>• TRAINING DOCUMENTATION FORM</li><li>• SERIOUSLY DEFICIENT PROVIDER LOG</li></ul>