



State of New Jersey

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DATE: August 2008
TO: Child and Adult Care Food Program Sponsors
FROM: Tanya D.W. Johnson, *Tanya D.W. Johnson* Coordinator
Child and Adult Care Food Program
SUBJECT: The 2009 CACFP Application Renewal Package Follow-up
AFP MEMO #09-3
CCFP MEMO #09-3
FDC MEMO #09-3

By now, you should have received your Child and Adult Care Food Program (CACFP) application renewal package for participation in the new agreement year beginning October 1, 2008 and ending September 30, 2009. The package must be returned by August 29, 2008 to participate in the 2009 Agreement Year.

Be sure that another agency staff member reviews the package for completion and compares the content with the Checklist before submission, because failure to submit correctly completed documents to the Child and Adult Care Food Program office could result in loss of reimbursement for each month an application and/or correction(s) remain outstanding.

Of the 16 applications submitted and reviewed as of July 31, 2008, only 9 or 44% met program requirements for renewal. This 56% error rate is extremely high and may be translated to the additional time required to review corrections, thereby delaying the application approval process. The following list provides a quick snap-shot of the common errors identified:

- Schedule A – Missing Signature And Date
- Sponsor Management Plan (*6 page document*) – Missing Entries
 - ✓ Agency Representatives, Address, Telephone
 - ✓ Dates of Birth
 - ✓ Staff Training (*pg. 2*)
- Application Renewal Package Checklist – Missing/Incomplete
- Proprietary Letter (*Sponsors Of For-Profit Centers Only*) – Missing/ Incomplete

Be aware that several agencies lost reimbursement each month application material remained outstanding for the 2008 agreement year as, **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.

IT IS THE RESPONSIBILITY OF THE SPONSORING ORGANIZATION TO VERIFY THAT THE APPLICATION RENEWAL PROCESS HAS BEEN COMPLETED, because an explanation that *"the application package or correction was mailed"* will not be an acceptable reason for applications received after the required timeframe. Therefore, we strongly recommend that you send your application by certified mail, return receipt requested to avoid loss of reimbursement. (For overnight mail, refer to the Application Renewal Package Checklist for our physical location).