



State of New Jersey

DEPARTMENT OF AGRICULTURE
33 West State Street 4th Floor
PO Box 334
TRENTON NJ 09625-0334

JON S. CORZINE
Governor

CHARLES M. KUPERUS
Secretary

DATE: September 2008

TO: Child and Adult Care Food Program Sponsors

FROM: Tanya D.W. Johnson, Coordinator
Child and Adult Care Food Program

SUBJECT: The 2009 CACFP Application Renewal Package Follow-up
AFP MEMO #09-5
CCFP MEMO #09-5
FDC MEMO #09-5

By now, you should have submitted 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.

Please help us meet our goal for completing the application renewal process before the holidays! Be sure that another agency staff member reviews the package or the required corrections for completion, signatures and dates before submission. **Both the Application Renewal Material and Schedule A must be returned with the Checklist** for approval.

Failure to **submit correctly completed documents immediately** to the Child and Adult Care Food Program office will result in forfeiting reimbursement for each month an application and/or corrected documents remain outstanding. SEVERAL AGENCIES FORFEITED REIMBURSEMENT EACH MONTH APPLICATION MATERIAL REMAINED OUTSTANDING FOR THE 2008 AGREEMENT YEAR.

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. Be sure to list the enclosed documents on the receipt for each mailing.

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

When you receive a cover letter and your pink Agreement with Schedules A and B you will know that the approval process is complete. If you have not received a response from our office by November 20, 2008 regarding the status of your application, we strongly recommend that you contact your child nutrition specialist at (609) 984-1250.

REMINDER: Do not use whiteout! Changes are acceptable with a clean strikethrough of the entries and making the correction in the space above or next to the change. It is imperative that the person making modifications initial and date the information.

Thank you for your continued cooperation.

AFP Memo #09-5, CCFP Memo #09-5, FDC Memo #09-5