



# State of New Jersey

DEPARTMENT OF AGRICULTURE  
33 West State Street 4<sup>th</sup> Floor  
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TRENTON NJ 08625-0334

JON S. CORZINE  
Governor

DOUGLAS H. FISHER  
Secretary

June 2009

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 #10-1**  
**The 2010 CACFP Application Package (10/1/09 - 9/30/10)**

The 2010 Child and Adult Care Food Program Family Day Care Application Package is enclosed for completion. The 2010 agreement year begins October 1, 2009 and ends September 30, 2010. It is imperative that you *carefully read* this entire memo, and the enclosed CACFP Family Day Renewal Package and Checklist. The deadline for submission is August 31, 2009.

**INCOMPLETE, MISSING DOCUMENTS INCLUDING SIGNATURES AND FAILURE TO RETURN THE RENEWAL PACKAGE BY AUGUST 31, 2009 COULD RESULT IN LOSS OF REIMBURSEMENT.**

### The Approval Process

The enclosed 2010 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 2010 beginning October 1, 2009, we strongly encourage your agency to submit the enclosed application materials no later than August 31, 2009, except the **Schedule A Worksheet, which is due no later than September 10, 2009.** Reimbursement payments for the 2010 agreement year **will not** be initiated until both the renewal package and Schedule A worksheet are fully completed and approved. 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 2010 Application Package is postmarked November 15, 2009, the earliest possible effective date of the 2010 Agreement will be October 1, 2009. **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

CCR Assistance Center (8a.m. – 4 p.m. Eastern Standard Time)  
888-227-2423  
269-961-5757  
DSN: 661-5757

In addition, indicate the provider's meal service time(s) for each meal type. Your agency will receive the Worksheet Schedule A along with the September Schedule A updates after August 15, 2009. 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 complete in its entirety.

***Failure to return the Worksheet Schedule A by September 10, 2009 will delay the approval process and could result in forfeiting reimbursement for fiscal year 2010 and each subsequent month it remains outstanding.***

**Note:** Each sponsor is required to have processes in place to ensure the efficacy and compliance of the Family Day Care Food Program. For your convenience, a packet containing the policies and procedures for the Family Day Care Food Program is enclosed. The enclosed packet and procedures listed below are continuous and not all inclusive to USDA regulations.

If you are adding new providers, **do not** send their documents with the 2010 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.

**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, 2009, the provider application, agreement, registration certificate, pre-inspection form, and sample menu must reach the state agency office **NO LATER THAN October 15, 2009**.

**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.** In addition:

- **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.
- **Attendance Zone Verification Letter**  
Prepare this letter without variation on **the school's letterhead for each home**.

**Providers Transferred** must comply with the new sponsors pre-approval procedures and training requirements. Sponsors 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."

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:**

2010 APPLICATION PACKAGE	FAMILY DAY CARE FOOD PROGRAM POLICIES AND PROCEDURES	TECHNICAL ASSISTANCE FORMS
<ul style="list-style-type: none"><li>• 2010 RENEWAL CHECKLIST</li><li>• SPONSOR MANAGEMENT PLAN</li><li>• SMP PAGE 10 – BUDGET REVISION REQUEST</li><li>• SCHEDULE A INSTRUCTIONS</li><li>• NEW SCHEDULE A WORKSHEET FORMAT EXAMPLE</li><li>• 2010 PINK AND WHITE AGREEMENTS</li><li>• APPEAL PROCEDURE AND COMPLAINT FORM</li></ul>	<ul style="list-style-type: none"><li>• CHILD CARE FIELD TRIP POLICY</li><li>• CHILD AND ADULT CARE FOOD PROGRAM HOUSEHOLD CONTACT PROCEDURE CACFP SPONSORING ORGANIZATIONS</li><li>• DAY CARE HOME CALL-IN POLICY</li><li>• DAY CARE HOME MONITORING REQUIREMENTS</li><li>• DAY CARE HOME RECRUITMENT PROCEDURES</li><li>• DAY CARE HOME RETENTION OF RECORDS</li><li>• DAY CARE HOME SPONSORING ORGANIZATION END-OF-YEAR REIMBURSEMENT RECONCILIATION REPORT</li><li>• DAY CARE HOME TRANSFER POLICY AND PROCEDURE</li><li>• MEAL DURATION AND SERVICE TIMES</li><li>• OUTSIDE EMPLOYMENT POLICY</li><li>• REIMBURSEMENT OF INFANT MEALS IN THE CHILD NUTRITION PROGRAMS</li><li>• REQUIREMENTS OF FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT</li></ul>	<ul style="list-style-type: none"><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>• FEDERAL ID LETTER</li><li>• HOME ENROLLMENT FORM</li><li>• INCOME ELIGIBILITY APPLICATION/PARENT LETTER</li><li>• MEAL COUNT AND ATTENDANCE RECORDS</li><li>• MONITORING FORMS (PRE-APPROVAL FORM, PROVIDER REVIEW FORM, AND HOME REVIEW FORM)</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><li>• WOMEN, INFANT &amp; CHILDREN (WIC) FACT SHEET</li></ul>
<p><b>PROVIDER APPLICATION AND RE-ENROLLMENT FORMS</b></p> <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>		