



State of New Jersey


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August 2010

TO: CHILD AND ADULT CARE FOOD PROGRAM SPONSORS

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

**SUBJECT: Family Day Care Sponsoring Organization End-of-Year Reimbursement
Reconciliation Report – 2nd Past Due Notification
FDCFP Memo #10-16**

By now, you should have submitted the Family Day Care Sponsor Organization End-of-Year Reimbursement Report. This report was due on *July, 1, 2010*. Pursuant to 7 CFR 226.7(b): Each State agency shall maintain an acceptable financial management system, adhere to financial management standards and otherwise carry out financial management policies in accordance with 7 CFR part 3015, 7 CFR part 3016 and 7 CFR part 3019, as applicable. See also FNS Instruction 796-2, Revision 3, Financial Management in the CACFP, page 102, item #IX, 9, 2: "Sponsored center and day care home payment reconciliation records".

Sponsoring organizations are required to have a system that compares actual expenditures to the approved budget on a monthly basis. Records of all transactions documenting payment between the sponsoring organization and home must be maintained and submitted annually to the State agency by July 1st. These records must document the date, amount of every payment transaction, and show all adjustments between requested and paid amounts. ***Reconciliation reports not submit by July 1, 2010 are considered late and out of compliance with USDA regulations. Failure to submit will delay your renewal for the 2011 fiscal year.***

It is the responsibility of the sponsoring organization to verify that CACFP requirements are completed and submitted in a timely manner. If you believe you have received this report in error, please contact Carrie I. Freeman-Wright at 609-984-1250 to confirm receipt of your report.

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