



State of New Jersey

DEPARTMENT OF AGRICULTURE
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JON S. CORZINE
Governor

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Secretary

DATE: August 2009

TO: Child and Adult Care Food Program Sponsors

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

SUBJECT: The 2010 CACFP Application Renewal Package Follow-up
AFP MEMO #10-3
CCFP MEMO #10-3
FDC MEMO #10-34 10-4

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, 2009 and ending September 30, 2010. 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 delay approval or result in loss of reimbursement for each month an application and/or correction(s) remain outstanding. The package must be returned by August 31, 2009 to participate in the 2010 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 2010 Application Package is postmarked November 15, 2009, the earliest possible effective date of the 2010 Agreement will be October 1, 2009.

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).

You will know that the process is complete when you receive a cover letter with Schedules A and B. Be sure to review and **transfer the Permanent Agreement to your current CACFP approval files**. The "Permanent Agreement" does not guarantee a sponsor the right to participate in CACFP in perpetuity; it simply relieves the state agency and sponsor from the paperwork burden of submitting an agreement renewal for every reapplication to participate. If you have not received a response from our office by November 20, 2009 regarding the status of your application, we strongly recommend that you contact your child nutrition specialist at (610) 984-1250.

REMINDER: Do Not Use Whiteout! Changes or errors may be corrected with a clean strikethrough of the original entry and making the correction(s) in the space above or next to the information modified. It is imperative that the person making modifications initial and date the change(s).

Do not delay! If you need assistance completing the renewal package, please call your child nutrition specialist at (610) 984-1250.

Thank you for your continued cooperation.

AFP Memo #10-3, CCFP Memo #10-3, FDC Memo #10-3