



State of New Jersey

DEPARTMENT OF AGRICULTURE
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JON S. CORZINE
Governor

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Secretary

DATE: October 2009

TO: Child and Adult Care Food Program Sponsors

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

SUBJECT: The 2010 CACFP Application Renewal Package Follow-up
AFP MEMO #10-4
CCFP MEMO #10-4
FDC MEMO #10-5

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, 2009 and ending September 30, 2010.

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. Enclosed are colorful flyers regarding the new required information. Be sure to review your application renewal package file copies to verify if your agency submitted the new required FFATA information - DUNS NUMBER AND CCR REGISTRATION CERTIFICATION.

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.

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

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

When you receive a cover letter 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, 2009 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.

State of New Jersey – Department of Agriculture
Bureau of Child Nutrition Programs

Child and Adult Care Food Program – SCHEDULE A

LOSING REIMBURSEMENT?

SCHEDULE A

Participating Programs	Program Types	Lic Exp	Lic Cap	REGULAR MEAL SERVICE			SPECIAL MEAL SERVICE								
				BFST	AM	LNCH	PM	DIN	BFST	AM	LNCH	PM	DIN		
001 APPLE CORE DCC 1676 NO. OLDEN AVE TRENTON, NJ 08625	PRE	2 / 10	60	8:00		12:00	3:00								
001 APPLE CORE DCC 1676 NO. OLDEN AVE TRENTON, NJ 08625	OSH	2 / 10	30			12:00	3:00			8:00					
Total Number of Programs : 2			90												



COMPLETE THE MEAL SERVICE TIMES FOR EACH MEAL TYPE

CACFP REMINDER!

FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT
(FFATA)

The **2010 CACFP Renewal Process** will not be completed and approved unless this required data is provided.

If you did not submit your **DUNS** number and obtain current Central Contractor Registration (**CCR**), we strongly recommend that you **ACT NOW** to submit this information to your CACFP Child Nutrition Specialist immediately at (609) 984-1250.

ACT NOW, GO ONLINE TODAY!

[HTTP://WWW.CCR.GOV/STARTREGISTRATION.ASPX](http://www.ccr.gov/startregistration.aspx)

Each organization must obtain its unique identifier, identified as a **DUNS NUMBER** (the Dun and Bradstreet (D&B) Data Universal Numbering System. (Your organization may already have a DUNS number. If you are not sure, consult your organization's business office, chief financial officer, grant administrator or authorizing official).

Each organization must obtain **CENTRAL CONTRACTOR REGISTRATION (CCR)**, and maintain a current CCR registration at all times during which it receives federal funding. Annual renewal of CCR registration is required to remain active.

Rush!!

