



# State of New Jersey

DEPARTMENT OF AGRICULTURE  
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*Governor*

DOUGLAS H. FISHER  
*Secretary*

TO: Child and Adult Care Food Program Sponsors  
FROM: Tanya D.W. Johnson, Coordinator *Tanya D.W. Johnson*  
Child and Adult Care Food Program  
DATE: November 2009  
SUBJECT: **Memo Index Correction**  
**AFP MEMO #10-7**  
**CCFP MEMO #10-7**  
**FDC MEMO #10-8**

The attached Memo Index corrects the oversight of misnumbered CACFP memos issued to date, for the 2010 Agreement Year.

**Family Day Care Food Program:**

**Memo# 10-4 APPLICATION RENEWAL PACKAGE FOLLOW-UP** mailed in August 2009 was misnumbered as Memo# 10-3

**Child and Adult Day Care Food Program:**

**Memo# 10-5 CHILD AND ADULT CARE FOOD PROGRAM REIMBURSEMENT VOUCHERS** mailed in October 2009 was misnumbered as Memo# 10-3

Because the high volume of written documentation becomes quite a challenge, we recommend that you maintain a simple yet efficient system such as three-ring binders for managing CACFP program documents; a small investment of time and very little expense.

**Reminder:** Upon verbal or written request, sponsors are required to make all accounts and records pertaining to the Child and Adult Care Food Program available to the Department, the United States Department of Agriculture, Food and Nutrition Service, and the General Accounting Office, for audit and review at any reasonable time and place.

Records must be retained for a period of five years after the end of the Agreement Year to which they pertain. If an audit is conducted and the audit findings have not been resolved, the records shall be retained for as long as required to resolve the audit findings.

If you have any questions or need technical assistance, contact your child nutrition specialist at (609) 984-1250. Family Day Care Sponsoring Organizations should contact Carrie Freeman-Wright at (609) 984-1148.

**TDWJ/Memo Index Correction AFP  
Memo #10-7, CCFP Memo #10-7, FDC Memo #10-8**

