



State of New Jersey

DEPARTMENT OF AGRICULTURE
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Governor

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Lt. Governor

DOUGLAS H. FISHER
Secretary

June 2010

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 #11-1**
The 2011 CACFP Application Package (10/1/10 - 9/30/11)

The 2011 Child and Adult Care Food Program Family Day Care Application Package is enclosed for completion. The 2011 agreement year begins October 1, 2010 and ends September 30, 2011. 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, 2010.

INCOMPLETE, MISSING DOCUMENTS INCLUDING SIGNATURES AND FAILURE TO RETURN THE RENEWAL PACKAGE BY AUGUST 31, 2010 COULD RESULT IN LOSS OF REIMBURSEMENT.

The Approval Process

The enclosed 2011 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 2011 beginning October 1, 2010, we strongly encourage your agency to submit the enclosed application materials no later than August 31, 2010, except the **Schedule A Worksheet, which is due no later than September 10, 2010.** Reimbursement payments for the 2011 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 2011 Application Package is postmarked November 15, 2010, the earliest possible effective date of the 2011 Agreement will be October 1, 2010. **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 our office by November 10, 2010 regarding the status of your application approval, we strongly recommend that you contact your child nutrition specialist.

CACFP 2011 APPLICATION COMPLETION HIGHLIGHTS

1. APPLICATION RENEWAL CHECKLIST

Complete And Check As You Prepare Each Required Document. To avoid omissions and a delay in your application approval, sign, date and return the checklist with all documents as one package

2. HOUSEHOLD SIZE AND INCOME SCALE, ENROLLEMENT AND ELIGIBILITY FORMS

Attached are the 2009-10 CACFP Family Size and Income Scale, the Child and Adult Care Food Program (CACFP) Eligibility Application and Parent/Participant Letter, and the CACFP Eligibility Record. These forms are usually updated annually and effective from July 1 of a given year to June 30 of the following year. However, the release of the Income Eligibility Guidelines for FY 2011 has been delayed. The reason is the 2010 Poverty Guidelines, on which they are dependant, have been delayed in their release and the US Department of Health and Human Services has not indicated when the new poverty guidelines will be published.

Since current guidelines are effective through June 30, 2010, there is no immediate effect on eligibility. It is expected that if the publication of the FY 2010 Poverty Guidelines are delayed for the year, the 2009 poverty guidelines will stay in effect and there will be no change to the income eligibility guidelines. You will receive notification as more information becomes available.

WHAT IS THE SPONSOR'S OBLIGATION?

USDA requires a current and complete eligibility application for all participants determined in the free or reduced categories. It is your responsibility to re-collect and ensure that eligibility documentation is current, complete and properly determined in order to receive correct reimbursement rates and proper payment.

Current means that the eligibility application is signed and dated by parents and guardians not to exceed 12 months from the date of the parent/guardian's signature. The date must be completed to verify that forms on file are within the last 12 months. Therefore, Incomplete, outdated and/or missing applications must be classified in the paid category, resulting in the lowest rate of reimbursement paid to your agency for those applications.

Records unavailable on-site at the time of the visit will result in an overclaim to your sponsorship for any meals for which proper documentation is not available.

3. CIVIL RIGHTS REQUIREMENTS

Sponsors must meet compliance with the Civil Rights Act of 1964, in that no person is excluded from participation in, denied the benefits of, or subjected to discrimination under the program on the grounds of race, color, national origin, sex, age, or disability. This authorized statement cannot be modified and must be used in full without revision, etc.

The full nondiscrimination statement should be included on all forms, brochures, and outreach materials that mention our programs when produced. The enclosed Civil Rights Data must be collected annually and maintained on file for review by the CACFP. The Civil Rights Data Collection Form, Civil Rights Self-Assessment, Civil Rights Procedures for Filing Complaints of Discrimination, and a Civil Rights Complaint Form are enclosed for your use. These forms and adhesive labels will also be enclosed with your 2011 application renewal package.

4. SPONSOR MANAGEMENT PLAN and ATTACHMENTS

It is important that you carefully read and complete this document. The Reimbursement Rates Memo (*Memo #10-2*) will be mailed under separate cover.

Page 11 - 12, of the Sponsor Management Plan, Administrative Budget Revision Request is for your use whenever you need to **modify** your budget.

Sponsor Management Plan revisions include the following:

- DUNS # and CCR registration date
- Meal Service Times
- Records Retention
- End-of-Year Reimbursement Reconciliation Report
- Instructions for completing FDC Administrative Budget

5. WORKSHEET SCHEDULE A

The Header Information is enclosed from your agency's most current Schedule A on file. This information is a summary of the Sponsor Management Plan. Update the agency information on the first page only.

Failure to return the Worksheet Schedule A by September 10, 2010 will delay the approval process and could result in forfeiting reimbursement for fiscal year 2011 and each subsequent month it remains outstanding.

6. FEDERAL FINANCIAL ACCOUNTABILITY TRANSPARENCY ACT (FFATA)

Annual renewal of CCR registration is required to remain active. Consult your agency's business office, chief financial officer, grant administrator or authorizing official to ensure the DUNS number and Central Contractor Registration (CCR) are current in order to complete the 2011 application renewal package.

**Memo #11-1, The 2011 CACFP Application Package
(Effective dates: 10/1/10 - 9/30/11)**

For detailed information on the CCR and Step-by-step screen shots of the registration process, refer to the CCR User's Guide or FAQs at: <http://www.ccr.gov/handbook.aspx> , or contact:

CCR Assistance Center (8am - 4pm Eastern Time)
888-227-2423
269-961-5757
DSN: 661-5757

7. **CACFP REIMBURSEMENT AGREEMENT** – 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.
8. **CACFP TECHNICAL ASSISTANCE FORMS**
Be sure to review the attached forms and policies provided to help you achieve and maintain program compliance.

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 2011 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 15th 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, 2010, the provider application, agreement, registration certificate, pre-inspection form, and sample menu must reach the state agency office **NO LATER THAN October 15, 2010**.

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."

Seriously Deficient Provider Log

The Family Day Care Provider Serious Deficiency Log is designed to track the status of those day care homes that were identified as seriously deficiency. Sponsoring Organization must maintain on file, complete documentation and monitoring reports for those providers determined as seriously deficient.

Technical Assistance Forms

Standardized Family Day Care forms, including the Food Nutrition Services (FNS) Budget Instructions are enclosed for your use in the upcoming agreement year. We are supplying these forms to enable you to meet annual CACFP requirements as efficiently as possible. Using these forms and the Schedule A to report program changes should eliminate the need for you to compose letters to our office. Therefore, a separate cover letter for a Schedule A change, field trip request, or to report program changes is not needed. Each submission must be identified with the sponsor name, agreement number and a dated signature of the person reporting the information. Please ensure the following:

REMINDER: It is **sponsoring agency's responsibility** to ensure that this office receives the necessary documents for approval. Therefore, you should be aware that documents not received within the required timeframes for application renewal will result in a loss of reimbursement. We recommend that you have another person within the agency review the content of your renewal package to verify that your application is correct and complete to avoid late approval.

Vouchers will be mailed under separate cover. It is not necessary to wait for your approval letter before submitting vouchers for the new agreement year. **All vouchers must be mailed by the 10th of the month following the month covered by the claim for reimbursement.** Federal regulations prohibit payment of any vouchers not received within the required timeframe. An explanation that "the application or voucher was mailed" is not an acceptable reason for application renewal packages and vouchers received after the required timeframe. Therefore, we recommend that you send your application renewal packages and voucher(s) by certified mail, return receipt requested to avoid loss of reimbursement.

The "Appeal Procedure" and "Complaint Procedures" are enclosed for your information. The Child and Adult Care Food Program recommends that you review this procedure carefully so that you may use it effectively throughout the coming year.

Recent Administrative Review findings disclosed that Sponsoring Organizations did not display the "...And Justice For All" poster in prominent areas and publications. Also, other forms of communications did not contain the required nondiscrimination statement and the procedure for filing a complaint. Enclosed are peel and stick non-discrimination statements to affix in a prominent place in each publication, i.e., leaflets, brochures, bulletins, and newspaper announcements when produced.

Sponsors must meet compliance with the Civil Rights Act of 1964, in that no person is excluded from participation in, denied the benefits of, or subjected to discrimination under the program on the grounds of race, color, national origin, sex, age, disability and retaliation. The Civil rights data must be collected annually and maintained on file for review by the CACFP.

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:

2011 APPLICATION PACKAGE	FAMILY DAY CARE FOOD PROGRAM POLICIES AND PROCEDURES	TECHNICAL ASSISTANCE FORMS
<ul style="list-style-type: none"> • 2011 RENEWAL CHECKLIST • SPONSOR MANAGEMENT PLAN • SMP PAGES 11-12 – BUDGET REVISION REQUEST • SCHEDULE A INSTRUCTIONS • SCHEDULE A WORKSHEET FORMAT EXAMPLE • APPEAL PROCEDURE AND COMPLAINT FORM 	<ul style="list-style-type: none"> • CHILD CARE FIELD TRIP POLICY • CHILD AND ADULT CARE FOOD PROGRAM HOUSEHOLD CONTACT PROCEDURE CACFP SPONSORING ORGANIZATIONS • DAY CARE HOME CALL-IN POLICY • DAY CARE HOME MONITORING REQUIREMENTS • DAY CARE HOME RECRUITMENT PROCEDURES • DAY CARE HOME RETENTION OF RECORDS • DAY CARE HOME SPONSORING ORGANIZATION END-OF-YEAR REIMBURSEMENT RECONCILIATION REPORT • DAY CARE HOME TRANSFER POLICY AND PROCEDURE • MEAL DURATION AND SERVICE TIMES • OUTSIDE EMPLOYMENT POLICY • REIMBURSEMENT OF INFANT MEALS IN THE CHILD NUTRITION PROGRAMS • REQUIREMENTS OF FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT • SERIOUS DEFICIENT PROCEDURES 	<ul style="list-style-type: none"> • ATTENDANCE ZONE VERIFICATION LETTER • CHECKLIST FOR REPORTING ADMINISTRATIVE AND PROGRAM CHANGES FORM • CIVIL RIGHTS DATA COLLECTION AND COMPLAINT FORM • CHILD / INFANT MENU FORM • ELECTION OF REIMBURSEMENT OPTION FORM • FEDERAL ID LETTER • HOME ENROLLMENT FORM • INCOME ELIGIBILITY APPLICATION/PARENT LETTER • MEAL COUNT AND ATTENDANCE RECORDS • MONITORING FORMS (PRE-APPROVAL FORM, PROVIDER REVIEW FORM, AND HOME REVIEW FORM) • NATIONAL DISQUALIFIED LIST • NOTICE OF REIMBURSEMENT DEDUCTIONS • PROVIDER FOOD STAMP PROGRAM CATEGORICALLY ELIGIBILITY LIST • POLICY FOR PROVIDERS • PROVIDER APPLICATION • TRAINING DOCUMENTATION FORM • SERIOUSLY DEFICIENT PROVIDER LOG • WOMEN, INFANT & CHILDREN (WIC) FACT SHEET
<p style="text-align: center;">PROVIDER APPLICATION AND RE-ENROLLMENT FORMS</p> <ul style="list-style-type: none"> • PROVIDER APPLICATION • SPONSOR/PROVIDER PERMANENT AGREEMENT • PRE-APPROVAL FORM • BLANK MENUS FORMS • TIER II PROVIDER OPTION POLICY 		

