



# State of New Jersey

DEPARTMENT OF AGRICULTURE  
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Governor

KIM GUADAGNO  
Lt. Governor

DOUGLAS H. FISHER  
Secretary

June 2011

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 #12-1  
The 2012 CACFP Application Package (10/1/11 - 9/30/12)

The 2012 Child and Adult Care Food Program Family Day Care Application Package is enclosed for completion. The 2012 agreement year begins October 1, 2011 and ends September 30, 2012. It is imperative that you carefully read this entire memo, and the enclosed CACFP Family Day Care Renewal Package and Checklist. The deadline for submission is August 31, 2011.

**INCOMPLETE, MISSING DOCUMENTS INCLUDING SIGNATURES AND FAILURE TO RETURN THE RENEWAL PACKAGE BY AUGUST 31, 2011 COULD RESULT IN LOSS OF REIMBURSEMENT.**

**CAREFULLY READ** the entire memo, complete the enclosed CACFP renewal package, Schedule A instructions, and checklist. To avoid late approval, be sure that another person within your agency reviews the content of your renewal package to verify that the application is correct and complete with appropriate signatures.

**REIMBURSEMENT PAYMENTS FOR THE 2012 AGREEMENT YEAR WILL NOT BE INITIATED UNTIL BOTH THE RENEWAL PACKAGE, SCHEDULE A WORKSHEET, AND THE RECONCILIATION REPORT ARE FULLY COMPLETED AND APPROVED. AGENCIES WILL BE INELIGIBLE FOR REIMBURSEMENT FOR EACH MONTH SATISFACTORY DOCUMENTATION AND/OR CORRECTIONS REMAIN OUTSTANDING.**

**IT IS THE SPONSORING AGENCY'S RESPONSIBILITY TO ENSURE THAT THIS OFFICE RECEIVES THE NECESSARY DOCUMENTS FOR APPROVAL.**

### The Approval Process

The enclosed 2012 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.

**NOTE: SECTION 226.11(A) OF THE CACFP REGULATION STIPULATES THAT APPLICATION RENEWAL 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 2012 APPLICATION PACKAGE IS POSTMARKED NOVEMBER 15, 2011, THE EARLIEST POSSIBLE EFFECTIVE DATE OF THE 2012 AGREEMENT WILL BE OCTOBER 1, 2011. AN EXPLANATION THAT "THE APPLICATION PACKAGE WAS MAILED" IS NOT AN ACCEPTABLE REASON FOR APPLICATIONS RECEIVED AFTER THE REQUIRED TIMEFRAME.**

**RECOMMENDATION: TO AVOID LOSS OF REIMBURSEMENT, SEND APPLICATION BY CERTIFIED MAIL, RETURN RECEIPT REQUESTED.**

You will receive a cover letter, approved budget, and 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, 2011 regarding the status of your application approval, we strongly recommend that you contact your child nutrition specialist.

**CACFP 2012 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 2011-12 CACFP Family Size and Income Scale, the Child and Adult Care Food Program (CACFP) Eligibility Application and Parent/Participant Letter. These forms are usually updated annually and effective from July 1 of a given year to June 30 of the following year.

**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 2012 application renewal package. Civil Rights training is an annual requirement. You may access the Civil Rights PowerPoint Presentation at <http://www.nj.gov/agriculture/divisions/fn/childadult/cacfpcivilrights.ppt>

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:

- Estimate of Reimbursement to Sponsoring Organizations (SO)
- Meal Service Times (for those SO enrolled in Family Day Care Food Program and CACFP)

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, 2011 will delay the approval process and could result in forfeiting reimbursement for fiscal year 2012 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 2012 application renewal package.

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 2012 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 15<sup>th</sup> 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, 2011, the provider application, agreement, registration certificate, pre-inspection form, and sample menu must reach the state agency office **NO LATER THAN October 15, 2011**.

**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 10<sup>th</sup> 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.

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, and disability. 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:**

2012 APPLICATION PACKAGE	FAMILY DAY CARE FOOD PROGRAM POLICIES AND PROCEDURES	TECHNICAL ASSISTANCE FORMS
<ul style="list-style-type: none"> <li>• 2012 RENEWAL CHECKLIST</li> <li>• SPONSOR MANAGEMENT PLAN</li> <li>• SMP PAGES 11-12 – BUDGET REVISION REQUEST</li> <li>• SCHEDULE A INSTRUCTIONS</li> <li>• SCHEDULE A WORKSHEET FORMAT EXAMPLE</li> <li>• APPEAL PROCEDURE AND COMPLAINT FORM</li> </ul>	<ul style="list-style-type: none"> <li>• CHILD CARE FIELD TRIP POLICY</li> <li>• CHILD AND ADULT CARE FOOD PROGRAM HOUSEHOLD CONTACT PROCEDURE CACFP SPONSORING ORGANIZATIONS</li> <li>• CIVIL RIGHTS REQUIREMENTS</li> <li>• DAY CARE HOME CALL-IN POLICY</li> <li>• DAY CARE HOME MONITORING REQUIREMENTS</li> <li>• DAY CARE HOME RECRUITMENT PROCEDURES</li> <li>• DAY CARE HOME RETENTION OF RECORDS</li> <li>• DAY CARE HOME SPONSORING ORGANIZATION END-OF-YEAR REIMBURSEMENT RECONCILIATION REPORT</li> <li>• DAY CARE HOME TRANSFER POLICY AND PROCEDURE</li> <li>• FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT</li> <li>• SUBSTITUTIONS</li> <li>• LIST OF FEDERAL CATEGORICALLY ELIGIBLE PROGRAMS</li> <li>• MEAL DISALLOWANCE POLICY FOR FDCH</li> <li>• MEAL DURATION AND SERVICE TIMES</li> <li>• NUTRITION FLUID MILK AND FLUID MILK</li> <li>• OUTSIDE EMPLOYMENT POLICY</li> <li>• REIMBURSEMENT OF INFANT MEALS IN THE CHILD NUTRITION PROGRAMS</li> <li>• SERIOUS DEFICIENT PROCEDURES</li> <li>• WATER AVAILABILITY IN CACFP</li> </ul>	<ul style="list-style-type: none"> <li>• ATTENDANCE ZONE VERIFICATION LETTER</li> <li>• CHECKLIST FOR REPORTING ADMINISTRATIVE AND PROGRAM CHANGES FORM</li> <li>• CIVIL RIGHTS DATA COLLECTION AND COMPLAINT FORM</li> <li>• CHILD / INFANT MENU FORM</li> <li>• ELECTION OF REIMBURSEMENT OPTION FORM</li> <li>• FEDERAL ID LETTER</li> <li>• HOME ENROLLMENT FORM</li> <li>• INCOME ELIGIBILITY APPLICATION/PARENT LETTER</li> <li>• MEAL COUNT AND ATTENDANCE RECORDS</li> <li>• MONITORING FORMS (PRE-APPROVAL FORM, PROVIDER REVIEW FORM, AND HOME REVIEW FORM)</li> <li>• NATIONAL DISQUALIFIED LIST</li> <li>• NOTICE OF REIMBURSEMENT DEDUCTIONS</li> <li>• PROVIDER FOOD STAMP PROGRAM CATEGORICALLY ELIGIBILITY LIST</li> <li>• POLICY FOR PROVIDERS</li> <li>• PROVIDER APPLICATION</li> <li>• TRAINING DOCUMENTATION FORM</li> <li>• SERIOUSLY DEFICIENT PROVIDER LOG</li> <li>• WOMEN, INFANT &amp; CHILDREN (WIC) FACT SHEET</li> </ul>
<p><b>PROVIDER APPLICATION AND RE-ENROLLMENT FORMS</b></p> <ul style="list-style-type: none"> <li>• PROVIDER APPLICATION</li> <li>• SPONSOR/PROVIDER PERMANENT AGREEMENT</li> <li>• PRE-APPROVAL FORM</li> <li>• BLANK MENUS FORMS</li> <li>• TIER II PROVIDER OPTION POLICY</li> </ul>		