



State of New Jersey

DEPARTMENT OF AGRICULTURE
33 West State Street 4th Floor
PO Box 334
TRENTON NJ 08625-0334


CHRIS CHRISTIE
Governor

KIM GUADAGNO
Lt. Governor

DOUGLAS H. FISHER
Secretary

April 2013

TO: Family Day Care Food Program Sponsoring Organizations

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

SUBJECT: **REVIEW OF SPONSOR ADMINISTRATIVE BUDGETS**
FDCFP Memo # 13-04

As the current fiscal year reaches its midway point, all sponsors should remember to closely monitor CACFP administrative costs and program reimbursement. Administrative reimbursements are determined only by "homes times' rate". *Home times rate* is defined as multiplying the number of family and group day care homes submitting a claim for reimbursement during the month by the appropriate annually adjusted administrative reimbursement rate.

To avoid denial of August and September CACFP reimbursement vouchers, which could result from reporting program costs in excess of the approved budget, be sure to closely monitor each line item for administrative labor and other administrative costs in the approved budget. If there is an increase in CACFP home participation, sponsors should not increase the overall budget, unless revisions to the budget (pages 11 and 12 of the Sponsor Management Plan) have been submitted and approved by the State Agency.

Should you have any questions about this information, please contact the CACFP office at (609) 984-1250.

CIW/FDC/MEMO/FDC Memo 13-04 Budget Mod