



State of New Jersey

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TO: CHILD AND ADULT CARE FOOD PROGRAM INSTITUTIONS

FROM: Tanya DW Johnson
Coordinator, Child and Adult Care Food Program
Division of Food and Nutrition 

SUBJECT: Memo #15-1, The 2015 CACFP Renewal Process
(Effective dates: 10/1/14 - 9/30/15)

CACFP 2015 RENEWAL PROCESS

The Agreement Year begins October 1, 2014 and ends September 30, 2015. Because the on-line system is still under construction, the enclosed CACFP Application Renewal Package for fiscal year 2015 must be completed and returned to the CACFP office by August 30, 2014. Guidance will be forthcoming through the CACFP mailbox system on updates regarding the launch of the online system. Therefore, it is crucial that your agency take the necessary steps to ensure the on-going monitoring of the CACFP Online Project email messages. You will recognize the CACFP Online Project display name as **agncopr**, with an email address as cacfonlineproject@ag.state.nj.us

SCHEDULE A WORKSHEET

The 2015 pre-filled Sponsor Management Plan (SMP) with the 2015 rates of reimbursement is enclosed for completion. Review all pre-filled entries to verify accuracy and to ensure information is current. All blank areas of the document must be completed. If an entry indicates *Unknown*, please fill in the correct information. **No section of the SMP can be left blank or incomplete.**

FEDERAL FINANCIAL ACCOUNTABILITY TRANSPARENCY ACT (FFATA)

Annual renewal of SAM 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 System for Award Management (SAM) are current in order to complete the 2015 application renewal package. Once complete, check the appropriate box on the Schedule A indicating that you have renewed your SAM registration.

2015 SCHEDULE A WORKSHEET

The Schedule A Worksheet initiates payment to your agency for the 2015 Agreement Year. Be sure to sign, date and photocopy the Schedule A and any subsequent change(s) you report to the CACFP office for your files. **Failure to return the signed and dated Schedule A Worksheet by August 30, 2014 could result in forfeiting reimbursement for each month it remains outstanding.**

Do not use "White Out" to cover up the old information. Instead, use one line to cross out old information and make the corrections/updates in the same section. Print the new information clearly using a different color ink. We recommend that you have another person within your agency review the content of your renewal package to verify that your application is correct and complete to avoid late approval.

Reimbursement payments for the 2015 agreement year will not be initiated until both the renewal package and Schedule A Worksheet are fully completed and approved. Agencies will be ineligible for reimbursement for each month documentation and/or corrections remain outstanding. Incomplete, missing documents and/or signatures, and failure to return the renewal package by August 30, 2014 could result in loss of reimbursement. It is the institution's responsibility to ensure that this office receives the necessary documents for approval.

2015 MEAL BENEFIT FORMS

Enclosed are the 2014-15 CACFP Meal Benefit forms. USDA requires a current and complete eligibility application for all participants determined in the free or reduced categories. Therefore, agencies must annually 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/guardians within the last 12 months. The date and signature must be completed to verify that the forms on file are current. **Incomplete, outdated and missing applications must be classified in the paid category, resulting in the lowest rate of reimbursement paid to your agency for those applications.**

ADDITIONAL REQUIRED DOCUMENTS

CACFP TECHNICAL ASSISTANCE FORMS

Be sure to review the attached forms and policies provided to help you achieve and maintain program compliance. These forms and your most current Sponsor Management Plan (SMP) and Schedule A should be used to report program changes.

ONLY COMPLETE THESE DOCUMENTS IF THEY APPLY TO YOUR AGENCY AND THE FACILITIES UNDER YOUR SPONSORSHIP. BLANK AND SAMPLES FORMS ARE IN THE ENCLOSED TECHNICAL ASSISTANCE PACKET.

1. INSTITUTION/FACILITY AGREEMENT (*Sponsoring Organizations Only***)**

The CACFP agreement between the sponsoring organization and the day care facility is converted to a permanent agreement as part of the annual renewal process. The "permanent" agreement does not guarantee a facility the right to participate in CACFP in perpetuity; it simply relieves the Institution and Facility from the paperwork burden of submitting an agreement every year for the annual renewal process. Any changes in approval criteria will be communicated via a copy of an updated addendum and/or Schedule A. Such updated or other required documents shall be considered a modification for the duration of this agreement.

Be sure to review the enclosed rights and responsibilities of the sponsoring organization and the day care facility as part of your annual training requirements.

2. MONITORING SCHEDULE (*Sponsoring Organizations Only***)**

Submit: Monitoring Schedule (***See enclosed sample***).

The schedules must include, at a minimum, three reviews each year at each facility. In addition, at least two of the three reviews must be unannounced and must include observation of a meal service.

3. **PROPRIETARY LETTER OF CERTIFICATION (Institutions of For-Profit Facilities Only)**

The Child and Adult Care Food Program requires that institutions of proprietary (for-profit) facility(ies) annually certify that each facility is in compliance with program requirements. Complete, sign and submit the enclosed proprietary certification form.

4. **ATTENDANCE ZONE VERIFICATION LETTER (Institutions of "At Risk" and Family Day Care Home Facilities Only)**

If your agency is operating an "At Risk" After-School Program, an official document must be prepared without variation on the official school letterhead for each site. For more information, refer to the cover page of the Technical Assistance Forms enclosed with the renewal package.

You will receive a cover letter 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, 2014 regarding the status of your application approval, we strongly recommend that you contact your nutrition program specialist.

APPEAL PROCEDURES AND COMPLAINT PROCEDURES

The "Appeal Procedure" and "Complaint Procedures" are enclosed for your information. The Child and Adult Care Food Program recommends that you monitor program compliance carefully to ensure the CACFP operates effectively throughout the coming year.

CLAIMS FOR REIMBURSEMENTS

Until further notice, participating institutions will receive CACFP vouchers under separate cover. Institutions must continue to mail vouchers by the 10th of the month following the month covered by the claim for reimbursement. Federal regulations prohibit payment of vouchers not received within the required timeframe. Also, enclosed with this package is the CACFP Reimbursement Rates announcement effective July 1, 2014 - June 30, 2015 (Memo# 15-2).

REMINDER:

The CACFP agreement stipulates that institutions must notify NJDA within 10 days of any program change to include a change in the institution's Board Members and Responsible Individuals/Principals. Within the terms of the agreement, the institution's Board Members and Responsible Individuals/Principals are agreeing to be held administratively and financially responsible for the CACFP program operation and its oversight. Therefore, Board Members and Responsible Individuals/Principals must be informed of their roles and responsibilities related to the CACFP operation. This is especially important when programmatic findings and/or errors result in an overclaim. In addition, be sure to review and forward the Permanent Agreement to your current CACFP approval files. The "permanent" agreement does ***not*** guarantee an institution the right to participate in CACFP in perpetuity; it simply relieves the state agency and institution from the paperwork burden of submitting an agreement renewal for every reapplication to participate.

For recordkeeping purposes, proof of mailing and delivery, we strongly recommend that you send the renewal package by certified mail, return receipt requested. Be sure to list the Certified Mail Return Receipt number on the documents that you send. For example, "Via Certified Mail XXX XXX XXX" to record the certified mail tag's serial number. Doing this verifies what is contained in the envelope. Also, it is the institution's responsibility to ensure that the CACFP office receives any information requested in order to meet program compliance. An

explanation that "submissions, etc. were mailed" is not an acceptable reason for documents and vouchers received after the required timeframe.

For questions or concerns relative to your day-to-day CACFP operation and requirements, contact your Nutrition Program Specialist at (609) 984-1250.

<u>2015 APPLICATION PACKAGE (ITEMS TO RETURN)</u>	<u>ITEMS TO REVIEW COMPLETE and/or MAINTAIN ON FILE</u>
<ul style="list-style-type: none">• 2015 CACFP Renewal Checklist• Schedule A Worksheet• Sponsor Management Plan <p><u>REFER TO ENCLOSED TECHNICAL ASSISTANCE FORMS</u></p> <ul style="list-style-type: none">• Monitoring Schedule (<i>Sponsoring Organizations Only</i>)• Attendance Zone Verification Letter	<ul style="list-style-type: none">• Permanent Agreement (<i>Review/File with Current Documents</i>)• Procurement Standards• 2015 CACFP Eligibility Application and Parent Letter• 14-15 CACFP Household Size and Income Scale• Provider Application• Permanent Agreement Between Sponsoring Organization & Provider• Tiering Documentation• Training Documentation Form• Monitoring Form• CACFP Civil Rights Data Collection and Procedure Form• Provider Policy• Call-in Policy• Transfer Policy• Field Trip Policy• Outside Employment Policy• Household Contact Policy• Meal Service Duration Policy• Infant Meals Policy• CACFP <u>Required</u> Meal Count Record• CACFP Checklist For Reporting Changes• Appeal Procedure and Complaint Form

Enclosures: Technical Assistance Packet, Meal Benefit Packet, **2014-15 Rates Memo# 15-2**

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