

CONNECTICUT STATE DEPARTMENT OF EDUCATION
DIVISION OF EDUCATIONAL PROGRAMS AND SERVICES
BUREAU OF ADULT EDUCATION AND NUTRITION PROGRAMS
25 INDUSTRIAL PARK ROAD
MIDDLETOWN, CONNECTICUT 06457-1543

OPERATIONAL MEMORANDUM

TO: Child and Adult Care Food Program (CACFP)
Child Day Care Center Sponsors

FROM: Maureen B. Staggenborg, Acting Bureau Chief
Bureau of Adult Education and Nutrition Programs

DATE: June 18, 2003

SUBJECT: **Operational Memorandum #08C-03 CACFP Updates:**

1. **Revised Management Plan 2003-2004**
2. **Public Release 2003-2004**
3. **Income Eligibility Application 2003-2004**
4. **Parent Letter 2003-2004**
5. **Income Guidelines July 1, 2003 through June 30, 2004**
6. **Special Supplemental Nutrition Program for Women, Infants and Children (WIC) 2003-2004**
7. **Parental Notification Requirement**

1. Management Plan (*Revised June 9, 2003*)

The CACFP Management Plan Attachment for Day Care Centers, Emergency Shelters and After-School "At-Risk" Programs (Item #15 ED-099 Schedule A) has been revised to include the most up to date CACFP Monitoring Requirements. Please replace the Management Plan recently sent to you as part of Operational Memorandum # 06C-03, and with the enclosed Management Plan, revised June 9, 2003.

2. Public Release 2003-2004

The CACFP Public Release recently sent, as part of Operational Memorandum #06C-03 was incorrect. Please issue the enclosed public release for **2003-2004** and include a copy as part of your renewal application.

Institutions are required to annually issue a press release that includes their nondiscrimination policy and intention to operate the Child and Adult Care Food Program. **There is no requirement that institutions pay the media to print or broadcast this release.**

3. Income Eligibility Application 2003-2004

In accordance with program regulations, new income eligibility applications for the Child and Adult Care Food Program (CACFP) must be collected from parents every 12 months. The enclosed original two-page application form is to be used to make copies for the program. It may be copied back to back and the original should be retained to make future readable copies. (*This form is not applicable for emergency shelters and after-school "at risk" snack programs*).

4. Parent Letter 2003-2004

The sample Parent Letter for child care/Head Start centers has an attachment with reduced price meal income guidelines for 2003 – 2004. The Letter must be distributed to parents with the income eligibility application. The two page format allows the form to be used from year to year with only the attachment updated annually. Eligibility determinations made prior to July 1, 2003 must be made using the guidelines in effect at the time the eligibility determination is made. *(This form is not applicable for emergency shelters and after-school “at risk” snack programs).*

5. Income Guidelines July 1, 2003 through June 30, 2004

The guidelines effective July 1, 2003 to June 30, 2004 are enclosed. These are for use by sponsors only to determine income eligibility categories and are not to be distributed to parents or households. *(This form is not applicable for emergency shelters and after-school “at risk” snack programs).*

6. Special Supplemental Nutrition Program for Women, Infants and Children (WIC) 2003-2004

Updated information about the WIC Program is enclosed for use in meeting the ongoing requirement for WIC outreach through the Child and Adult Care Food Program (CACFP). Regulations require Child Nutrition agencies to provide information concerning the WIC Program to each CACFP childcare center (except for outside-school hours centers). The information is, in turn, to be provided to the parents of children at the time of CACFP enrollment.

7. Parental Notification Requirement

The Agricultural Risk Protection Act of 2000 (Public Law 106-224) requires day care centers to inform parents or guardians of children enrolled about program benefits. Notification must be provided on an ongoing basis as new children are enrolled in the CACFP. On September 6, 2000, two versions (English and Spanish) of a one-page flyer were provided to CACFP participants to meet the notification requirement. This flyer may still be used to meet this requirement.

Additional copies of this flyer are enclosed if needed for reproduction. ***Please note that the sponsoring organization or day care center contact information (name and telephone number) must also be included. Flyers distributed without the sponsor and state agency contact information do not meet the parental notification requirement.***

Questions regarding this memorandum may be directed to Susan Boyle at (860) 807-2074, Susan Bransfield at (860) 807-2076 or Benedict Onye at (860) 807-2080.

In the near future, many of the standard CACFP forms and Operational Memorandums will be available on the State of Connecticut Department of Education Website at <http://www.state.ct.us/sde/deps/nutrition/index.htm> (click on "Child and Adult Care Food Program"). Sponsors will be notified when the CACFP portion of the website is operational.