

CONNECTICUT STATE DEPARTMENT OF EDUCATION
BUREAU OF HEALTH AND NUTRITION SERVICES AND
CHILD/FAMILY/SCHOOL PARTNERSHIPS
25 INDUSTRIAL PARK ROAD
MIDDLETOWN, CONNECTICUT 06457-1520

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

FROM: Maureen B. Staggenborg, Director
Child Nutrition Programs

DATE: June 27, 2005

SUBJECT: **Operational Memorandum #13C-05 CACFP**
CACFP Application Renewals FY2005-06 – *Abbreviated Package*

The Child and Adult Care Food Program (CACFP) application renewal materials for child and adult day care centers, Head Start programs, emergency shelters and after-school “at-risk” programs are enclosed. The deadline for the submission of these materials is **July 29, 2005**. The information required for continued participation for fiscal year 2005-2006 includes the following information:

CACFP Application and Management Plan Update Report

A CACFP Application and Management Plan Update Report, which described the operation of CACFP and the organizational structure of your organization was submitted for fiscal year 2004-2005. Please complete a new application *ED-099 Schedule A* (enclosed). Review, update or verify the management plan information that was submitted by your agency in 2004-2005 and complete the enclosed *Annual Application and Management Plan Update Report*. Any necessary revisions or verification that program elements have not changed should be noted and the report must be signed by the head of the governing body for the organization (**Signature #1 on the ED-099**). ***Submit one signed copy of the ED-099 Schedule A CACFP Application and one signed copy of the Management Plan Update Report.***

Budget

Complete and submit the Budget Worksheet and CACFP Budget Revision Form (enclosed) for fiscal year 2005-2006.

Approved CACFP Site Listing

An approved CACFP site listing for day care centers, emergency shelters and after-school “at-risk” programs is enclosed. Review, update or verify the program information regarding the food service operations. If there are no changes, please indicate “No changes.” ***Initial and date and return one copy of the edited site listing.***

Appeal Procedures

A copy of the appeal procedures for CACFP, *Procedures for Appealing Actions Subject to Administrative Review*, is enclosed with the application materials.

If there are any questions about center application renewals, contact Susan Boyle at (860) 807-2074, Benedict Onye at (860) 807-2080 or Celia Cordero at (860) 807-2076.

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FROM: Maureen B. Staggenborg, Director
Child Nutrition Programs

DATE: June 27, 2005

SUBJECT: **Operational Memorandum #13C-05 CACFP
CACFP Application Renewals FY2005-06 – Full Package**

The Child and Adult Care Food Program (CACFP) application renewal materials for child and adult day care centers, Head Start programs, emergency shelters and after-school “at-risk” programs are enclosed. The deadline for the submission of these materials is **August 31, 2005**. The information required for continued participation for fiscal year 2005-2006 includes the following information:

CACFP Application ED-099 Schedule A and Management Plan Attachment

A CACFP Application and Management Plan Attachment, which describes the operation of CACFP and the organizational structure of your institution, must be submitted for fiscal year 2005-2006. Please complete a new application *ED-099 Schedule A* and CACFP Management Plan Attachment (enclosed).

Budget

Complete and submit the Budget Worksheet and CACFP Budget Revision Form (enclosed) for fiscal year 2005-2006.

Governing Board Questionnaire

Complete and submit the Governing Board Questionnaire for fiscal year 2005-2006.

CACFP Site Application ED-099 Schedule A Attachment

Complete and submit the CACFP Site Application, Form ED-099 Schedule *Attachment* for fiscal year 2005-06.

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