

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 23, 2006

SUBJECT: **Operational Memorandum #11C-06**
CACFP Application Renewals FY2006-07 – *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, 2006**. The information required for continued participation for fiscal year 2006-07 includes the following:

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 2006-07. Please complete and submit 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 2006-07.

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 one CACFP Site Application, Form ED-099 Schedule A *Attachment* for each licensed site for fiscal year 2006-07.

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.***

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Menus

Submit sample menus for one month, (daily, cycle or numbered menu) for each type of meal and/or snack to be claimed.

Agreement for Child Nutrition Programs

The *Agreement for Child Nutrition Programs* (Form ED-099) that was filed during FY2004-05 (or later, for newer CACFP institutions) is a permanent agreement that does **NOT** require revision for FY2006-07.

Annual Press Release

As with the FY2005-06 CACFP application renewals, CACFP institutions will **NOT** be required to issue an annual press release to the local media for FY2006-07. The Child Nutrition Unit will issue a statewide press release on behalf of all CACFP institutions prior to the start of the new fiscal year.

Meals Obtained From an Outside Source

Meals not prepared by the sponsor either on site (self-prep) or from the sponsor's central kitchen are considered to be from an outside source (e.g., *vended* meals). It is essential that any sponsor intending to change from self-prep to vended meals contact the Child Nutrition Unit prior to entering into any arrangement, as failure to do so may result in disallowed claims. Competitive bidding procedures are required for procuring meals from an outside source such as a Food Service Management Company (FSMC). Meals can also be obtained from a school food service through a specific arrangement with a local Board of Education.

Sponsors who currently have an approved contract or agreement for obtaining meals from an outside source (FSMC or School Food Agreement) should submit a copy of the FSMC addendum or School Food Agreement for the 2006-07 year with their CACFP application renewal materials.

Appeal Procedures

A copy of the appeal procedures for CACFP, *Procedures for Appealing Actions Subject to Administrative Review*, revised July 2003 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.

Enclosures

MBS:shb