

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

FROM: Paul Flinter, Chief
Bureau of Health/Nutrition, Family Services and Adult Education

DATE: September 17, 2007

SUBJECT: **Operational Memorandum #18H-07**
CACFP Application Renewals FY 2007-2008

The Child and Adult Care Food Program (CACFP) renewal materials for day care home programs are enclosed. The deadline for the submission of these materials is **September 28, 2007**.

The information required for continued participation for fiscal year 2007-2008 includes the following:

Signature Change Form - ED-099 Agreement for Child Nutrition Programs (AS NEEDED)

The ED-099 is the formal agreement to participate in Child Nutrition Programs. It includes the nondiscrimination statement for non-pricing programs. The ED-099 Agreement for Child Nutrition Programs collected with the 2004-2005 application renewal has been designated the permanent agreement for all currently participating CACFP program sponsors.

The Agreement designates representatives authorized to enter into an agreement with the Connecticut State Department of Education and to sign the claim for reimbursement. The Agreement is permanent and amended as changes occur. It is expected that one or both of the authorized signers will change periodically. The Authorized Signatures Change Form must be executed whenever one of the two authorized signers changes. The Authorized Signature Change Form has been **revised**, therefore, old versions on file must be discarded.

CACFP ED-099 Schedule A – Application

The CACFP ED-099 Schedule A Application must be submitted to describe the current operation of the CACFP. Submit one signed copy of the CACFP ED-099 Schedule A Application with sections related to the day care home operations completed.

CACFP Administrative Budget Worksheet

Complete and submit the CACFP Administrative Budget Worksheet to develop the budget item #14 on the ED-099 Schedule A. It must be submitted with the Application as backup documentation.

CACFP Annual Management Plan Update Report

A CACFP Management Plan was submitted by your agency for fiscal year 2006-2007. Please review, update or verify the information that was submitted by your agency and complete the enclosed Annual 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 Annual Application and Management Plan Update Report.

Child Enrollment Form

Submit a copy of the Child Enrollment Form used by your agency to enroll children in the CACFP. Please note that the sample form enclosed has been revised. The revision reflects a new section for a parent to choose not to have a child enroll in CACFP.

Civil Rights Requirements

Civil Rights requirements have changed, pursuant to FNS Instruction 113-1. Necessary revisions to the new requirements as stated in the *Forms and Instructions section* must be adequately addressed.

Press Release

As with the fiscal year 2006-2007 CACFP application renewals, CACFP Day Care Home Sponsoring Organizations will **NOT** be required to issue an annual press release to the local media for fiscal year 2007-2008. The Child Nutrition Unit will issue a statewide press release on behalf of all CACFP Day Care Home Sponsoring Organizations prior to the start of the new fiscal year.

Appeal Procedures

A copy of the appeal procedures document, *Procedures for Appealing Actions Subject to Administrative Review for the Child and Adult Care Food Program Institutions, Responsible Principals and Responsible Individuals*, is enclosed.

If there are any questions regarding the application renewals for day care homes, you may contact Susan Bohuslaw at (860) 807-2073.

PF:sbb
Enclosures