



STATE OF CONNECTICUT
STATE DEPARTMENT OF EDUCATION



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

FROM: Cheryl Resha, Education Manager
Bureau of Health/Nutrition, Family Services and Adult Education

DATE: October 31, 2008

SUBJECT: Operational Memorandum #02H-09
CACFP Application Renewals FY 2008-2009

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 **November 18, 2008**. An electronic version of the CACFP ED-099 Schedule A-Application and CACFP Administrative Budget Worksheet was previously sent on September 30, 2008.

The information required for continued participation for fiscal year 2008-2009 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. **Enclosed is a copy of your sponsors most current ED-099 or Signature Change Form on file with Child Nutrition.** A blank copy of the Authorized Signatures Change Form is also enclosed for your use.

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 and an Update Report was submitted for fiscal year 2007-2008. 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). **It must be noted that the Management Plan Attachment (Item #16 ED-099 Schedule A) has updates that require a response. For your convenience revisions are highlighted in yellow.** Submit one signed copy of the Annual Application and Management Plan Update Report.

Child Enrollment Form

Submit a copy of the Child Enrollment Form currently used by your agency to enroll children in the CACFP. Please note that the sample form enclosed has been revised to reflect the October 1, 2008 – September 30, 2009 effective date.

Press Release

As with the fiscal year 2007-2008 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 2008-2009. The Child Nutrition Unit has issued a statewide press release on behalf of all CACFP Day Care Home Sponsoring Organizations. A copy is enclosed for your file.

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 or susan.bohuslaw@ct.gov.

CR:sbb

Enclosures: (8)

K:CNShared/CNPMemos/CACFP/2009
OM#02H-09 CACFP ApplicationRenewalsFY2008-2009(10-31-08)

Important: This is a numbered Operational Memorandum that contains important program information. Please read carefully and retain in a binder for your future reference. Operational Memoranda are also posted on the Child Nutrition website at: <http://www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=321576>