



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: August 5, 2009

SUBJECT: **Operational Memorandum #11H-09**
CACFP Application Renewals FY 2009-10

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 8, 2009**. An electronic version of the CACFP ED-099 Schedule A-Application and CACFP Administrative Budget Worksheet will also be sent via e-mail.

The information required for continued participation for fiscal year 2009-10 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.** If one or both of your authorized signers has changed, a blank copy of the Authorized Signatures Change Form including instructions is 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 enclosed CACFP ED-099 Schedule A-Application with sections related to the day care home operations completed.

Operational Memorandum #11H-09

August 5, 2009

Page 2

CACFP Administrative Budget Worksheet

Complete and submit one copy of the enclosed 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 Management Plan Attachment

Enclosed is a complete CACFP Management Plan Attachment that must be submitted by your agency for fiscal year 2009-10. This document describes the sponsoring organizations operation of the CACFP. All questions must be addressed. **The Update Report will not be accepted this year.**

Governing Board Questionnaire

Complete and submit the enclosed Governing Board Questionnaire for fiscal year 2009-10.

Menus

Submit sample menus for one month and/or cycle or numbered menus for each type of meal and/or snack.

Sample Agreement Between Sponsoring Organization and Day Care Home Provider

Forward a copy of the agreement form currently being used by your agency. Enclosed is a sample for your use.

Child Enrollment Form

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

Press Release

As with the fiscal year 2008-09 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 2009-10. 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 or susan.bohuslaw@ct.gov.

CR:sbs

Enclosures: (9)

K:CNShared/CNPMemos/CACFP/2009
OM#11H-09 CACFP ApplicationRenewalsFY2009-10(08-05-09)

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>