



# STATE OF CONNECTICUT

STATE DEPARTMENT OF EDUCATION



**TO:** Child and Adult Care Food Program (CACFP) **Child and Adult Day Care Centers**

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

**DATE:** August 10, 2010

**SUBJECT:** **Operational Memorandum #13C-10**  
CACFP Application Renewals – Fiscal Year 2010-11

Child and Adult Care Food Program application renewals for fiscal year 2010-11 will be submitted electronically using the online application and claiming system for Child Nutrition Programs (CNP System). The CACFP claim preparer in each organization was previously provided with a unique user ID and password that allows access to the system. Enclosed is a detailed instruction manual for claim preparers to use in the CACFP online application renewal process. It is strongly recommended that all claim preparers review the instruction manual *prior* to using the online system, in order to become familiar with the process. **Note that only those individuals who are designated as claim preparers will be able to update CACFP online application renewal materials;** authorized signers have been assigned access to view sponsor application information and submit monthly claims for reimbursement.

The deadline for submission of all online application renewal materials (Sponsor Application, Site Application(s), Center Budget and Management Plan) is **September 30, 2010**. In addition, each institution must complete the enclosed *CACFP Application Renewal Checklist* and return it, as well as any required attachments to the Child Nutrition Unit by the established deadline. The *CACFP Application Renewal Checklist* is found as Appendix A-5 of the instruction manual and is an integral part of the CACFP application renewal process. This form must be submitted in order for an institution's online application to be considered complete.

**Please note that ALL required CACFP online application renewal information must be approved by the Child Nutrition Unit before an institution will be allowed to file reimbursement claims for fiscal year 2010-11, which begins on October 1, 2010. Participating institutions that fail to adhere to the established filing deadline may jeopardize future CACFP reimbursements and participation in the Program.**

Questions regarding this memorandum may be directed to Benedict Onye at 860-807-2080, Celia Cordero at 860-807-2076 or Susan Boyle at 860-807-2074.

CR:shb

Enclosure

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 Web site at: <http://www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=321576>

25 Industrial Park Road • Middletown, Connecticut 06457

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