



STATE OF CONNECTICUT
STATE DEPARTMENT OF EDUCATION



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

FROM: Susan H. Boyle *SHB*
Bureau of Health/Nutrition, Family Services and Adult Education

DATE: August 10, 2012

SUBJECT: **Operational Memorandum #06A-12 and #07C-12**
CACFP Application Renewals – Fiscal Year 2012-13

Child and Adult Care Food Program (CACFP) application renewals for fiscal year 2012-13 will be submitted electronically using the online application and claiming system for Child Nutrition Programs. 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 are only 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 28, 2012**. In addition, each institution must complete the enclosed *CACFP Centers Budget Worksheet*; the *Centers Budget Detail Sheet*; and the *Application Renewal Checklist* and return these, as well as all other required attachments to the Child Nutrition Unit by the established deadline. The *CACFP Application Renewal Checklist* is also 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 2012-13, which begins on October 1, 2012. 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 Susan Boyle at 860-807-2074, Benedict Onye at 860-807-2080 or Celia Cordero at 860-807-2076.

shb

Enclosures: (4)

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>

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