

# CACFP Renewal Program Year 2024

## Forms to Complete and Submit in NDFoods:

### Independent Center: If you only have one childcare site:

- Annual CACFP recertification-Independent Centers
- Management plan

## Site Document

- Proof of Licensing** - - Submit a copy of the center's current approved license
- Food Service Contract**- For centers that contract for meals

### Sponsor of Centers- centers with more than one childcare site

- CACFP Annual Certification-Sponsor of Centers
- Management Plan
- Budget

### Sponsor of Centers- Site documents- each site will have its own document uploaded.

- Proof of Licensing** - Submit a copy of the center's current approved license.
- Food Service Contract**- For centers that contract for meals

### *Other Important Program Reminders:*

Procurement plans:

**Training**- Documentation of training that was provided to key CACFP staff at each site between October 1<sup>st</sup> of last year and September 30<sup>th</sup> of the current year must be on file. The documentation must include a dated agenda along with a list of the names of the individuals that participated in the training.

**Enrollment Forms and Free and Reduced-Price Meal Applications**- A new form must be completed each year. All forms must be signed and dated by a parent.

**Letter to Households\***: A new application for meal benefits must be completed each year. Distribute the application/enrollment forms and Letter to Households to all households. All Free and Reduced-Price information has been attached. As a reminder, use the current Income Eligibility Guidelines chart for determining eligibility. DO NOT send the eligibility guidelines to households; this is for your use only. NOTE: If your CACFP charges for meals, contact our office for an appropriate Letter to Households. **\*Head Start Programs are no longer required to collect income eligibility information for any participating children. All children enrolled and participating in Head Start are eligible for free meal benefits.**

**Racial/Ethnic Data Collection Record** must be completed annually and kept on file. Do not return.

**Institution Appeals Procedures**: Each sponsor of centers is afforded appeal rights upon certain actions taken by the State Agency. These are enclosed for your information.

CACFP Participation and Women's Infants and Children Information:

As parents enroll their children in your center for care, you must notify them of the center's participation in the CACFP. Information on the WIC Program must also be distributed to all households upon enrollment. The colored poster must be displayed at each CACFP site in an area where parents can see it.

## **Sponsor of Centers**

Self-Monitoring: The *Sponsoring Organization Self-Monitoring Review Form* must be completed three times each year for each program site. In addition, a five-day reconciliation must be completed (see Attachment A) selected from a sampling (10% or a minimum of 5 of the enrolled children from each program site).