



Child and Adult Care Food Program Updates



Renewal Process for Sponsors of Centers

Renewal Process

- ✓ Develop a sound, fiscally responsible budget
- ✓ Submit an annual budget and renewal documents by COB Friday, August 26, 2016

You will receive confirmation of your continued participation as soon as your renewal information has been received, reviewed, and approved.

Late submission and/or missing documents = delayed application processing

...which may lead to late reimbursement payments

Renewal Process continued

Annual Update Documents:

- ✓ Annual Information Certification (must be signed by the Authorized Representative)
- ✓ Program Information Spreadsheet
- ✓ Current CDC licenses
- ✓ Certified Food Managers certifications
- ✓ Outside Employment Policy (*if updated*)
- ✓ Monitoring schedule for each facility
- ✓ Job description for monitors (*if >25 centers and/or descriptions were updated*)

Renewal Process continued

Budget and Financial Documentation:

- ✓ Budget Spreadsheet
 - Budget for all CACFP operations
- ✓ Budget Narrative for administrative budget
- ✓ Supporting Documentation for CACFP-funded items in the budget narrative
- ✓ Allocation Plan for multi-state sponsors
- ✓ Single Audit Report

Renewal Process continued

Procurement Documents (*if applicable*):

- ✓ Copy of Request for Proposals/Invitations for Bids or Specifications for a FSMC
- ✓ All submitted proposals, bids, or quotes
- ✓ FSMC contract or renewal
- ✓ Current FSMC license
- ✓ FSMC's most recent health inspection

Renewal Process continued

Are you adding new facilities? The State Agency needs:

- ✓ Site information Form (SIF) – signed
- ✓ Facility's license or fire inspection (if At-Risk facility)
- ✓ Facility's Certified Food Handler certificate
- ✓ Pre-approval visit form
- ✓ Facility Agreement (if unaffiliated)
- ✓ Updated excel spreadsheet with the new facility's information

*Remember, sponsoring organizations cannot start claiming meals served at facilities until all documents are received and approved by the SA.

Renewal Process continued

Use the Renewal Information Checklist!

**Complete and submit all renewal documents
no later than 5:00pm on Friday, August 26th**

Your first submission may not be your last...

Timely subsequent submissions are important!

You will receive a renewal letter upon approval!

Renewal Process continued

Updates

- ✓ Contingency Plan – who, what, when, how will you serve the children if your FSMC or food handler manager is unavailable on an operation day?
- ✓ Provide updates on staffing, and changes in policies and procedures (**be prepared to demonstrate compliance during an Administrative Review*)
- ✓ For questions (only) regarding applications, you may contact:
 - Kristal Dail, CACFP Specialist :Institution names starting with letters **A-H**
Email: Kristal.Dail@dc.gov Phone: (202) 727-4742
 - Katrina Florek, CACFP Specialist: Institution names starting with letters **I-Q**
Email: Katrina.Florek@dc.gov Phone: (202) 442-4011
 - Erica Nelson, CACFP Specialist: Institution names starting with letters **R-Z**
Email: Erica.Nelson@dc.gov Phone: (202) 724-7804

Ongoing Updates

Remember! You are responsible for promptly reporting *any* changes to your Program to your CACFP Specialist.

Examples:

Enrolling a new age group?

- Attend a training so you can properly implement the appropriate meal pattern.

Purchasing and serving locally-grown foods, apples?

- Tell your Specialist... you may be eligible to participate in Local5.

Staff turnover?

- Update your Specialist and train new personnel on Civil Rights *AND* their CACFP responsibilities immediately.