Child and Adult Care Food Program Updates

Renewal Process for Independent Centers

Renewal Process

- ✓ Renewal Documents are due by **COB Friday, August 26,2016**
  - Annual Information Certification
  - Spreadsheet of facility information and annual budget
  - Current CDC license / alternate approval documents
  - Current DC Dept. of Health Food Safety Manager certificates
  - Single Audit Report (*if applicable*)
  - Food Service Management Company procurement or contract renewal documents, business license, and health inspection

Renewal Process continued

Annual Budget

- ✓ Estimate monthly reimbursements
- ✓ Estimate costs of operation and administration
- ✓ Identify how CACFP funds will be used for your food program

Reminder! Be sure to complete all <u>three tabs</u> of the Budget Excel file

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**

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!

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. Train new personnel on Civil Rights *AND* their CACFP responsibilities during onboarding. **Remember to document the date and topics covered.*