


CONNECTICUT STATE DEPARTMENT OF EDUCATION
Division of Teaching and Learning Programs and Services
Bureau of Health and Nutrition Services and Child/Family/School Partnerships
25 Industrial Park Road
Middletown, Connecticut 06457-1543

MEMORANDUM

TO: Child and Adult Care Food Program (CACFP) Family Day Care Home Sponsors

FROM: John Frassinelli, Chief 
Bureau of Health/Nutrition, Family Services and Adult Education

DATE: August 27, 2014

SUBJECT: Operational Memorandum #06H-14
CACFP Homes Application Renewals - Fiscal Year 2014-15

The Child and Adult Care Food Program (CACFP) renewal materials for day care home programs are attached.

The information required for continued participation for fiscal year 2014-15 includes the following:

Signature Change Form - ED-099 Agreement (and instructions) for Child Nutrition Programs (AS NEEDED)

The ED-099 is the formal agreement to participate in Child Nutrition Programs. The ED-099 for Child Nutrition Programs collected with the 2004-2005 application renewal has been designated the permanent agreement for all currently participating CACFP program sponsors. The ED-099 designates representatives authorized to enter into an agreement with the Connecticut State Department of Education and to sign the claim for reimbursement. The ED-099 is permanent until changes occur. It is expected that one or both of the authorized signers will change periodically. The Authorized Signature Change Form must be executed whenever one of the two authorized signers changes.

CACFP ED-099 Schedule A – Application

The CACFP ED-099 Schedule A Application must be submitted to describe the current operation of the CACFP. Submit one signed copy of the CACFP ED-099 Schedule A Application with sections related to the day care home operations completed.

CACFP Administrative Budget Worksheet

Complete and submit the CACFP Administrative Budget Worksheet to develop the *budget item #14* on the ED-099 Schedule A. It must be submitted with the Application as backup documentation, along with any necessary supporting documentation.

CACFP Management Plan Update

Please provide any applicable updates for fiscal year 2014-15. All questions must be addressed.

Governing Board Questionnaire

Complete and submit the attached Governing Board Questionnaire with the *most recent* Board minutes.

Sample Agreement Between Sponsoring Organization and Day Care Home Provider

Forward a copy of the agreement form currently used by your agency.

Sample Monitoring Form

Forward a copy of the monitoring form currently used by your agency.

Press Release

CACFP Day Care Home Sponsoring Organizations are **NOT** required to issue an annual press release to the local media. The Child Nutrition Unit will issue a statewide press release on behalf of all CACFP Day Care Home Sponsoring Organizations prior to the start of the new fiscal year.

Appeal Procedures

A copy of the appeal procedures document, *Procedures for Appealing Actions Subject to Administrative Review for the Child and Adult Care Food Program Institutions, Responsible Principals and Responsible Individuals (revised September 2013)* is attached.

The deadline for submission of all application renewal materials is **Tuesday, September 23, 2014**.

Please note that all required application renewal information must be approved by the Child Nutrition Unit before filing reimbursement claims for fiscal year 2014-15, which begins on October 1, 2014.

If there are any questions regarding the application renewals for family day care homes, you may contact Celia Cordero at (860) 807-2076 or Terese Maineri at (860) 807-2145.

JF:cmc

Enclosures (6)