



**STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION**



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

FROM: Shannon K. Yearwood, Bureau Chief *Shannon Yearwood*
Bureau of Child Nutrition Programs

DATE: February 24, 2025

SUBJECT: Operational Memorandum No. 2H-25
Income and Expenditure Reports

All institutions participating in the Child and Adult Care Food Program (CACFP) must operate a nonprofit food service that is principally for the benefit of enrolled participants. This requirement applies to all sponsors of family day care homes.

This memorandum with the Excel form and instructions must be forwarded to the appropriate agency personnel responsible for the organization's fiscal operation.

To document the maintenance of a nonprofit food service operation, each institution is required to submit an annual income and expenditure report to the Connecticut State Department of Education (CSDE). This report must reflect all income, expenditures, and the value of ending inventories of food and supplies related to the operation and/or administration of the CACFP. The required information for the report is included on the CSDE's Excel form, [*CACFP Nonprofit Status Income and Expenditure Report for Day Care Home Sponsor Administrative Costs*](#). This form and instructions are available under "[*Income and Expenditure Report*](#)" in the "Forms" section of the CSDE's [*CACFP Family Day Care Homes*](#) webpage.

This form, or another fiscal report containing the same information, must be submitted to the CSDE to meet the CACFP reporting requirement.

The annual income and expenditure report must cover the period between **October 1, 2023, through September 30, 2024**, or with the CSDE's approval, another 12-month period that reflects the fiscal structure of the organization.

Please refer to the instructions, [*Instructions for CACFP Nonprofit Status Income and Expenditure Report for Day Care Home Sponsor Administrative Costs*](#), for additional guidance on completing the form.

- Line 4, "Beginning Balance in the CACFP Administrative Funds Account," is the reported line 7A, "Ending Cash Balance" from the CACFP sponsor's Income and Expenditure Report for the prior year (October 1, 2022, through September 30, 2023).

- Expenditures reported in section 6, “Administrative Expenses,” must be determined using the **accrual basis of accounting** and must correspond with the sponsor’s approved CACFP budget lines for the same reporting period.

The CSDE will evaluate income and expenditures to ensure that each CACFP sponsor meets the standard for maintaining a nonprofit food service operation. The standard established for Connecticut is that the ending cash balance for any operation does not exceed the equivalent of three months’ operating costs. If the CSDE determines that the cash balance for any operation exceeds the standard, the institution will be required to submit a corrective action plan to address the investment of the excess cash balance for the improvement or expansion of the food service operation.

All CACFP sponsors of family day care homes must submit the annual income and expenditure report to the CSDE by **March 31, 2025**.

Questions may be directed to Flor Sprouse at flor.sprouse@ct.gov.

Important: This is a numbered Connecticut State Department of Education (CSDE) operational memorandum that contains important program information. Please read carefully and retain for future reference. All CSDE operational memoranda are posted on the CSDE’s [Operational Memoranda for the CACFP](#) webpage.