CACFP NEWSLETTER

SDE Child Nutrition Programs 405-521-2239

CACFP Application Approval

Applications will be approved for the month in which they were originally submitted. **This means in order to be eligible to claim October, the application must be submitted no later than OCTOBER 31.** Applications cannot be backdated!

☝ Don't forget to scroll to the very bottom of your application and click "Submit Application to CNP".

☝ If you need help with the application, training is available on the 1st and 3rd Tuesday of each month.

Applications are approved in the order received. Check the application, on the Details column, to see if additional information is needed. There, you will find comments on forms if any corrections are needed.

Please do not call and check on your application; you will be contacted by email or phone when your application has been reviewed and needs corrections.

Phone calls slow down the approval process. Applications must be approved by our office within 30 days of submission. If it has not been 30 days, please be patient, we will get to it!

Documentation!

If you are required to submit any documentation, please send all correspondence and required paperwork to the person assigned to your account. You can find who that person is by logging into the CACFP website and scrolling to the bottom of the **Business Maintenance Page**.

	☐ Allow Adjustments
	Allow Adjustments Unchecked
Assigned Office Staff	▾
Assigned Field Staff	▾
	Assignment History Seriously Deficient

If the documentation has already been uploaded (indicated by a checkmark on the checklist), there is no need to submit the information again.

Paper Documents	Uploaded	Submitted By Entity (upload, fax, or mail)	Reviewed & Approved By CNP	Additional Info Requested
Upload or View Uploaded Documents				
DUNS Registration Expiration	☑	☐	☐	☐ Details
Certificate of Authority/Drivers License	☑	☑	☐	☐ Details
Electronic Funds Transfer (EFT) (if applicable)	☑	☐	☐	☐ Details
Agreement to Furnish Food Service Other Than School	☐	☐	☐	☐ Details
Agreement to Furnish Food Service	☐	☐	☐	☐ Details
Child or Adult Care Center License(s)	☑	☑	☐	☐ Details

All institutions that were declared Seriously Deficient in FY 2021 will be required to complete the VCA. Those have already been emailed and sent certified. The completed VCA (along with all supporting documentation) must be submitted no later than October 31 to be eligible to participate in October.

CACFP Training

Training is also required this year! *If you have not attended training, your application cannot be approved.*

Register now in the Training Calendar!

Upcoming November Trainings

CACFP Application Training

CACFP Orientation Training

Multisited/Sponsor Training

At-Risk Training

Administration and Purchasing Training

CACFP Meal Patterns Training

Ounce Equivalent Training

Infant Meals

Please remember to put your Agreement Number on all documents that you email, fax or mail!

Important Reminders

- All documentation pertaining to CACFP must be kept on-site and available at all times.

- Manuals and the annual memo were mailed out recently to the mailing address listed on your Business Maintenance Page. If you have any questions or did not receive one, please let us know.

- USDA Memos are found in the Resource Library.

- Appeal procedures can be found in the Resource Library.