[DATE]

Ms. Stephanie Mullin, Coordinator

New Jersey Department of Agriculture

Division of Food & Nutrition

Child and Adult Care Food Program

P.O. Box 334

Trenton, NJ 08625-0334

Dear Ms. Mullin,

RE: 2021 Audit Exemption Request

In response to the 2021 audit requirements listed in our 2021 Child and Adult Care Food Program Budget, this letter is submitted to document our compliance with these federal requirements. [INSTITUTION] requests to be exempt from these federal requirements since we receive less than $750,000.00 annually in total State and/or Federal funds from all funding sources, not limited to CACFP.

Should additional information be required, please contact me at [TELEPHONE NUMBER].

Sincerely,

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Signature of CACFP Institution Representative

[REPRESENTATIVE NAME]

[REPRESENTATIVE TITLE]

[NAME OF INSTITUTION]

[AGREEMENT NUMBER]