[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 Requirements

In response to the 2021 audit requirements listed in our 2021 Child and Adult Care Food Program Budget, the following is submitted to document our compliance with these federal requirements.

1. [INSTITUTION NAME] will comply with the audit requirements as outlined in OMB revised Circular 15-08.
2. [REPRESENTATIVE NAME] is responsible for coordinating the completion of the organization-wide audit, which will include the 2021 Child and Adult Care Food Program funding.
3. [INSTITUTION NAME]’s parent organization, under whose auspices the organization-wide audit will be completed, is [SPONSORING ORGANIZATION NAME].
4. The fiscal year which will include the 2021 Child and Adult Care Food Program begins [MM/DD/YYYY] and ends [MM/DD/YYYY].
5. The anticipated completion date for this audit is [MM/DD/YYYY].
6. A copy of the completed audit report will be sent to the state agency within 30 days of the anticipated completion date.
7. The completed audit will be maintained for the required three-year period.

Sincerely,

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Signature of CACFP Institution Representative

[REPRESENTATIVE NAME]

[REPRESENTATIVE TITLE]

[NAME OF INSTITUTION]

[AGREEMENT NUMBER]