Summary:

➢ CACFP Contact Information
➢ Prerequisites
➢ Key Points
➢ Application Completion
➢ Submitting / Resubmitting an Application
This presentation is designed for training use only. Always use the most current CACFP information when managing all aspects of your program.
# Child and Adult Care Food Program

## CACFP Specialist
- **Chris Fischetti**  
  Chris.Fischetti@ag.nj.gov
- **Chelsea Saltzman**  
  Chelsea.Saltzman@ag.nj.gov
- **Esther Ihekuna**  
  Esther.Ihekuna@ag.nj.gov
- **Justin Blake**  
  Justin.Blake@ag.nj.gov
- **Kristen Lento**  
  Kristen.Lento@ag.nj.gov
- **Marissa Waldron**  
  Marissa.Waldron@ag.nj.gov
- **Michael Smith**  
  Michael.Smith@ag.nj.gov
- **Steven Kraemer**  
  Steven.Kraemer@ag.nj.gov

## CACFP Administrative Assistant
- **Margaret Hughes**  
  Margaret.Hughes@ag.nj.gov

## Contact Information:
- **NJ CARES Help Desk (for System Technical Assistance):** [NJ CARES@ag.nj.gov](mailto:NJ CARES@ag.nj.gov)
- **CACFP Division Phone Number:** 609-984-1250
- **CACFP Division Fax Number:** 609-984-0878
# NUTRITION PROGRAM SPECIALIST COUNTY ASSIGNMENTS

<table>
<thead>
<tr>
<th>County</th>
<th>CACFP Specialist</th>
</tr>
</thead>
<tbody>
<tr>
<td>Camden</td>
<td>Marissa Waldron</td>
</tr>
<tr>
<td>Cape May</td>
<td>Chris Fischetti</td>
</tr>
<tr>
<td>Cumberland</td>
<td>Esther Ihekuna</td>
</tr>
<tr>
<td>Essex</td>
<td>Esther Ihekuna</td>
</tr>
<tr>
<td>Gloucester</td>
<td>Esther Ihekuna</td>
</tr>
<tr>
<td>Hudson</td>
<td>Chris Fischetti</td>
</tr>
<tr>
<td>Hunterdon</td>
<td>Esther Ihekuna</td>
</tr>
<tr>
<td>Mercer</td>
<td>Chelsea Saltzman</td>
</tr>
<tr>
<td>Middlesex</td>
<td>Marissa Waldron</td>
</tr>
<tr>
<td>Monmouth</td>
<td>Chelsea Saltzman</td>
</tr>
<tr>
<td>Morris</td>
<td>Chelsea Saltzman</td>
</tr>
<tr>
<td>Ocean</td>
<td>Chris Fischetti</td>
</tr>
<tr>
<td>Passaic</td>
<td>Marissa Waldron</td>
</tr>
<tr>
<td>Salem</td>
<td>Chelsea Saltzman</td>
</tr>
<tr>
<td>Somerset</td>
<td>Chelsea Saltzman</td>
</tr>
<tr>
<td>Sussex</td>
<td>Chris Fischetti</td>
</tr>
<tr>
<td>Union</td>
<td>Marissa Waldron</td>
</tr>
<tr>
<td>Warren</td>
<td>Chelsea Saltzman</td>
</tr>
</tbody>
</table>
NUTRITION PROGRAM SPECIALIST
INSTITUTION ASSIGNMENTS

Institution(s)
Schools
Large Institutions (20 or more Facilities)
Multi-State Sponsoring Organization
Family Day Care
New Institutions

CACFP Specialist
Chelsea Saltzman
Chris Fischetti
Chris Fischetti
Esther Ihekuna
Kristen Lento
CACFP Application Prerequisites
CACFP Application Prerequisites

Today’s presentation is designed to familiarize you with the CACFP application process.

There is a CACFP application handbook available in an electronic version. The handbook covers, in detail, how to complete a CACFP application in the new CACFP CARES 2.0 system.

The CACFP Handbook and this presentation can be found at: https://www-agr.state.nj.us/AG_CARES_APPLICATION/training

When completing your application is it strongly suggested you have the CACFP Application handbook available for guidance.
CACFP Application Prerequisites

If you are a **new Institution** prior to applying on-line, you will need to accomplish a few things. These are:

Registering on a few on-line sites *(please take note of the sequence)*.
- Data Universal Numbering System (DUNS)
- System for Award Management (SAM)
- New Jersey State of the Art Requisition Technology (NJSTART)
- Official Site of the State of New Jersey Portal (*MyNewJersey*)

**Please note the sites listed above free of charge.**

- Completing a State issued pre-registration application packet.
- Completing mandatory State agency training sessions.
- Completing a NJDA CACFP Eligibility Application and Notice to Parent-Participant Form for all participants / family day care home providers. **This is not a requirement for At Risk Afterschool Centers and Emergency Shelters.**

The DUNS and SAMS Number will soon be replaced with a Unique Entity Identifier number (UEI). Additional information on the change will be released as it becomes available.
CACFP Application Prerequisites

If you are a **returning Institution**, please use the link below to access the Annual Certification for Approved/Returning CACFP Institutions:

https://www.nj.gov/agriculture/divisions/fn/childadult/food.html

**Note:** Whether a new or returning Institution, it is recommended you use Chrome or Microsoft Edge browsers during the pre-registration and Application processes.
You are a new user you will need your authorization code to move forward in the process. If you are a returning user log into NJ.gov using your existing credentials.

If you followed the steps in the CACFP Application Handbook and still haven’t received your authorization code via e-mail, please check your junk and/or spam folders.

The e-mail address that will be sending your authorization code is: NJCACFPCOMMUNICATION@ag.nj.gov
CACFP Application Prerequisites

Once you receive your authorization code, go to NJ.gov and click on “Login”. A new screen will appear.

On the new screen enter your credentials and click on “Log In”. You will be brought to a new page.

**Note:** The MyNewJersey Login ID is used in several different programs.

In the Cares 2.0 application the MyNewJersey Login ID is referred to as a Portal ID.
CACFP Application Prerequisites

After logging into your account, click on “auth code” on the top right side of the page.

A new screen will appear that will ask for the authorization code you received via email.

Click on “Finished”, a new screen will appear.

You are now authorized to access the CACFP application.
Click on “Child and Adult Care Food Program (CARES 2.0)”. A new screen will appear.
Please note the CARES Announcement section above the CACFP Application icon. This section will contain important announcements related to the CACFP program.

Also, please note a link for the NJDA CACFP website is located at the bottom of the page.

To begin the application, click on "CACFP Application" and a new screen will appear.

Before we go over the application process, let's go over some key points.
CACFP Application Key Points
CACFP Application Key Points

Each organization has different titles assigned, which will be identified in the "Responsible Principals and Users" section. However, for the purpose of the application there are four types of roles which are determined by each institution. The roles are as follows:

❖ **Submitter(s):** A submitter enters all the information into the application. The submitter can enter and/or change information on an application.

❖ **Certifier(s):** A certifier ensures all the information contained in the application is complete and accurate prior to submission. A certifier cannot alter any information contained in the application.

❖ **View Only:** A view only person has view only access. They cannot alter any information on the application.

❖ **No Access:** A person with no access does not have access to the application and DOES NOT need a valid Login ID added to the application. Use the no access option for key personnel in an Institution that will not be involved in the application process.

**Each Submitter, Certifier and View Only person must have an unique Login ID.** For example, if a person attempts to designate themselves as both a Submitter and Certifier using the same Portal ID, the system will recognize this and lock them out of both roles. Also, each Portal ID must use a unique email address during the registration process.
CACFP Application Key Points

❖ Historical data will be stored in the current Cares 1.0 system. The current years information from the older system will be migrated over. All new information must be loaded into the new system (CARES 2.0).

❖ Please remember you must keep all paperwork on file for the current year and at least the previous three years.

❖ In the new system there may be slight changes to official titles. This will be covered in the "Responsible Principals and Users" portion of this presentation.

❖ The new system is very intuitive and user friendly. Most errors will be identified so that corrections can be made. However, documents will need to be uploaded in several areas of the application. Please double check that all applicable documents are uploaded before saving or exiting any section of your application.
CACFP Application
Key Points

• Throughout the application you will notice several tools that will provide additional information and assistance. The following tools will assist:

  ❖ **Blue lettering** - Will take you to a specific document, provide additional information or provide a way to expedite the completion of your application.

  ❖ **Green Question Marks** - Provides detailed information regarding a specific area of the application.

  ❖ **Red Asterisks** - Indicates a field requesting mandatory information. If you do not enter information in an area designated with a red asterisk, you will be alerted in red and prevented from moving forward with your application.
CACFP Application

Key Points

You will be assigned a new agreement number in the system. Please take note of your new agreement number.

Agreement number example: X X 123456 X X X.

❖ The first two letters designate your type of institution.
❖ The six digits are generated by the system.
❖ The last three letters designate the County in which your institution is located.

The agreement number below is an example:

CH-123456-PSS

Child Care System Generated Number Passaic County
CACFP Application
Key Points

Certain sections of the application are comprised of several different areas. To make the sections easier to manage, there is the option to expand or collapse specific areas of a section.

To expand or collapse an area simply click on the symbol to the left of the areas name at the top left side of the section.

Note: The option to expand and collapse areas is not available in all sections, as some sections have limited areas.
CACFP Application Key Points

At the top of each page is a Resources link. This link contains applicable documents, handbooks, memos, etc. If you have a question, please first look in Resources for an answer before reaching out to your CACFP Specialist. The answer to most questions can be found under the Resources section.

Note:
You will be asked to upload documents throughout the application process. All required documents for application completion that the State normally provides can be found under the "Resources" link shown above.

Please remember it is critical you maintain copies of all your records for the current year and three previous years.
At the **bottom of each page** of the application is a “Contact Us” button.

This is to obtain assistance related to the on-line application.

The response to any question via the "Contact Us" option will come from **NJCACFPCOMMUNICATION@ag.nj.gov**
On the top of the application summary page, you will see an area identified as "My Account".

To get your specific account details click on "My Account" and a new box will appear with your information. Please make sure all your information is accurate, especially your role as it determines what level of access you have for the application.
Please take note of the "Submit" button on the bottom of the application summary page. The submit button should not be clicked until all sections of the application are complete and have been reviewed by the Certifier.

The "Submit" button is also used if changes were made to a specific area(s) of an application. We will cover changes to applications towards the end of this presentation.
CACFP Application Key Points

There are eight main sections of the application that you must complete. These sections are as follows:

1. Institution Information
2. Facility Program Information
3. Budget and Audit Requirements
4. Monitoring Information
5. Responsible Principals and Users
6. Management Plan
7. Eligibility and Enrollment Information
8. Permanent Agreement
CACFP Application
Institution Information Section
Responsible Principals and Users Section
First, ensure is that you are working in the correct agreement year. Please take note of the pull-down arrow in the center portion of the screen. This is where you will select the correct year.

As you can see above, all sections of the application are located on the left side of the screen. To work on a specific section, simply click on its name.

Let’s begin the application process by clicking on “Institution Information”. At this time, a new screen will appear.
In this section of the application simply enter your Institutions details in the white boxes provided.

**Note**: The information contained in the gray boxes cannot not be changed. If there is an issue with any information in a grayed-out area anywhere in the application, please contact your CACFP Specialist.

Please take note of your **new agreement number**.
The next three areas in this section are "Mailing Address", "Administrative Office Location" and "NJ CACFP Physical Office Location – Where CACFP Records are Maintained".

As previously mentioned, each application is personalized and may appear slightly different than the example above.

Enter required information in the white boxes that may be present. Once again, the grayed-out areas cannot be changed.
CACFP On-Line Application

The next areas in this section is “Food Service Contract Information".

<table>
<thead>
<tr>
<th>Food Service Contract Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type(s) of Food Service Operation</td>
</tr>
<tr>
<td>✅ Self-Preparation  ☐ Satellite from Central Kitchen  ☐ Vended  ☐ Food Service Management Company</td>
</tr>
</tbody>
</table>

The first step in the Food Service Contract Information area is to select your institutions type of food service operation; your options are:

- Self-Preparation
- Satellite from Central Kitchen
- Vended
- Food Service Management Company

Each selection made will tailor the application to your specific institution. The screenshots on the next few slides illustrate how an application is affected by the type of food service operation selected.
Regardless of your type of food service contract you have selected, please enter all the information that is requested on the application.

Please take note of the "Add" button shown above. If you need to add additional contract information, please do so via the "Add" button.
CACFP On-Line Application

Vended

Food Service Management Company
The final area in this section of the application is "Documents". This is where you will upload required documents which are determined by the selections made in the application.

As previously mentioned, if you require any document(s) listed please click on the "Resources" button located on the top of each page of the application.

**Note:**
You will be required to upload documents in other sections of your application. The steps listed on the next few slides apply to all sections of the application that require documents to be uploaded.

**Please do no not move forward with your application until all the required documents have been uploaded.**
To upload a document, click on the arrow to the right of “Select document type”. Once you do a list of documents will appear, please ensure you upload all documents applicable to your Institution.

To upload your document, click “Browse and upload”, once you locate the file you are looking for, select and upload your document. As your documents are uploaded, they will appear below the green bar.

In the example above a *SAM Exclusion Verification* document has been uploaded.
Prior to leaving any page always click on "Save". This is helpful because any errors made on the page will be highlighted in red. Please ensure you correct all errors before moving forward with the application.

After your information is error free click on "Back to Application Summary". You will then be returned to the application summary page.
As you can see above, the section you just completed will now have the word "Saved" in the status column.

Now that the "Institution Information" section is completed, let's move on to the "Responsible Principals and Users" section. The first step is to simply click on "Responsible Principals and Users" on the left side of the screen.

After clicking on "Responsible Principals and Users" a new screen will appear.
The "Responsible Principals and Users" section will list all your institutions key personnel.

Please remember that you must enter personal information for each individual listed, not the institutions information. Personal information is required because each individual will be checked against the CACFP National Disqualified List.

The "Owner" title is shown above as a reference. There are several titles available on the application. If there are several Owners, all of them must be added. This is the same for all positions, if there are multiple individuals with the same position, all of them must be added.

Also, please take note of the change option next to the title. You can change any title so that it aligns with your Institution.
**Note:** If you need to add additional personnel an "Add User" button is available at the bottom of the page.

Please remember the assigned roles are determined by your institution hierarchy.

As with each section, after you have entered and reviewed your information for accuracy, click "Save". If there are errors, they will be highlighted in red, allowing you to correct whatever errors may exist before proceeding.

After any and all errors have been revised, click on "Back to Application Summary". You will then be returned to the application summary page.
CACFP Application
Facility Program Information Section
Now that the Institution Information and Responsible Principles and Users sections are completed and saved let's move on to the Facility Program Information section.

After clicking on "Facility Program Information“ a new screen will appear.
The first step is reviewing any facilities currently listed. As you can see in the example above **Test Facility RF 011221** is listed as a facility.

To ensure the information for a listed facility is correct click on its name. You will be taken to the area of the application to verify and/or correct information related to the specific facility you selected.

The information being reviewed for an existing facility will be the same information you will be entering for a new facility. Since the information being verified is identical, we will cover the process to add a new facility.

**New Facility Numbers will be assigned, please take note of the new numbers.**

To add a new facility, click on “Add a Facility”, a pop-up box will appear.
At this point a popup box will appear giving you two options they are:

- **Create a Facility**
  Use this option when creating a new facility.
- **Copy a Facility**
  Use this option if you are creating a new facility by copying information from an existing facility.

After clicking on "Create" a new screen will appear. There are several parts to this specific area of the application. For the purpose of clarity, we will cover a few areas at a time.
You will be first be asked to provide your facilities name and details, enter the specific information for your facility in the white boxes.

On the bottom of this area please note the facility type is grayed out. If the facility type is incorrect, please contact your CACFP specialist.
There are several pull down options, information that must be entered manually and selections that must be made in the form of check boxes.

As previously mentioned, each selection can affect other areas of the application. Please ensure all information is correct before leaving this section of the application.

For detailed information regarding the available options, as well as a description of each, please refer to your CACFP Application Handbook.
The Facility Type will affect the information required at the bottom of this area of the application.

The example above is showing a Child Care Center. The information requirements for other facilities will vary slightly, but the requirement to provide all information is identical.
The next area entitled Facility Owner or Director Information is common to all types of facilities.

Please ensure the Facility Owners / Directors home and personal information are entered, not the institutions / facility information.
The next area is the eligibility section. As with all other areas, the information required will vary based upon the selections made previously in the application.

Since the information required varies significantly, we will cover At-Risk Afterschool Care Programs, Emergency Shelters and Adult Care Programs.

**Note:** There is not an Eligibility section for Child Care Centers. The information entered in the Facility Name and Details section satisfies the States requirements for eligibility for Child Care Centers.
The information required in the red box must be entered.

After the required information is entered, select if your center is licensed or not (purple box above).

The bottom portion of this screen will change depending upon whether your program is licensed or not. We will show what information is required for both licensed and non-licensed centers on the next few slides.
If your center is not licensed, you will be asked to complete the information above in the red box and then select Yes or No below the statement in bold (purple boxes).
If your center is licensed, you will be asked to complete the information above in the red box and select Yes or No below the statement in bold (purple boxes).
For emergency shelters enter the age range of eligible participants served at the facility.

Select Yes or No to the question shown above in **bold** lettering. Please note if you select No you will need to provide additional information regarding the primary purpose of the shelter.

Check off the certification box at the bottom of the section.
Please read the instructions carefully as they are detailed and will help to avoid any errors with providing the information requested.

The first step in the adult day care eligibility section is to enter the following information:

- Center Enrollment
- Number of Functionally Impaired Adults
- Number of Non-Functionally Impaired Adults Over the Age of 60

CACFP On-Line Application

Adult Day Care
There are other questions that require a yes or no response, as with the first question asked, please read the instructions carefully.

The purple highlighted section above requires an Individualized Plan of Care (IPC) for every functionally impaired participant. The IPC for each functionally impaired participant must be kept on file at the facility.
The next area in this section are Program Participation Details. In this area specific details regarding your program will be entered. Some of the information is:

- Operating information (times, dates, etc.)
- Types of meals served
- Types of programs within a facility

Please remember the required information is based upon previous selections in the application. Additional information may be required, based upon your particular program(s).

Please note the tip highlighted in blue and the “Copy This Month To” button. The button will allow information to be added to additional months.
Above is what you will see initially if you are managing a Child Care Center.

Once you select the program(s) within your facility the section will expand.
As you can see above, we selected Infant, Preschool, Infant/Preschool and Outside School Hours for the participating programs.

Please take note of the information in the purple box. Currently the screen is setup to accept Infant participation details.

The other programs in blue are different tabs which allow you to add participation details for each specific program.

Please remember to complete the required information for each tab.
CACFP On-Line Application

Adult Day Care Center

As with the Child Care Facilities, once you select the program(s) within your facility the section will expand.
As you can see above the process for Child Day Care and Adult Day Care are identical.

Please remember to enter the required data for all tabs if you are managing more than one program.
Note: Since the process is identical for each month and meal type, we will only show one month and one meal type. Simply repeat the steps for each month and meal type you serve.

As you can see above the example, we are using is for an Emergency Shelter. However, regardless of which type of program you are managing the procedure to complete the Program Participation Details section shown above are identical.
The first step is to enter your programs specific information (red box above). This is important because the operating months shown in the purple box above will mirror your selection in the operating begin and end dates.

If a month you are operating in doesn't appear please double check the operating begin and end dates.
The screenshot above shows an Emergency Shelter that:

- Offers breakfast in January. Please remember to look for additional tabs if you operate more than one month.
- Wishes to participate in the Offered Versus Serve (OVS) program.
- Has two shifts.
- Offers special meals.

**NOTE:** For addition information regarding OVS and shift feeding please refer to your CACFP Application Handbook. If you are requesting to utilize OVS an OVS Request Form **must** be uploaded. As with all other forms it can be found in the resources section at the top of each page of the application.
The next area in this section is For-Profit Facility Eligibility.

The for-profit section shown above will appear for all for-profit facilities.

If you do not see the screenshot above on your application simply move on to the next section in this area of the application.
The first step is to carefully read the instructions at the top of the section and select the most recent month the facility operated.
The next step in this section is to select the type of eligibility applicable to your facility. The options are:

- Title XX Eligibility
- Free/Reduced-price Eligibility

For-profit child care centers are eligible if 25% or more of enrolled participants or 25% of the licensed capacity are receiving child care subsidies or are low-income children.

For-profit adult day care centers are eligible if the center meets the 25% rule with Medicaid beneficiaries.
The example above shows what is required for Title XX and XIX Eligibility

Please take note of the green question mark. The pop-up box that appears when clicking on the green arrow is below.
CACFP On-Line Application

Please take note of the question mark next to "Select one".

As previously mentioned, question marks can be clicked on for additional information.

To the right is the pop-up box that will appear after clicking on the question mark.

Please note the information displayed will depend upon your specific program.
As you know required information is based upon by prior selections made in the application.

Above is the information required for Title XX Eligibility.
Above is the information required for Free/Reduced-price Eligibility.

**Note:** Please remember you must keep all documentation on file for the current and three previous years.
The next area in this section is Ethnic/Racial Data.

The information required for the ethnic/racial data is straightforward. Simply read the statements and fill in the required information.
To upload a document, click on the arrow to the right of “Select document type”. Once you do a list of documents will appear, please ensure you upload all documents applicable to your Institution.

To upload your document, click “Browse and upload”, once you locate the file you are looking for, select and upload your document. As your documents are uploaded, they will appear below the green bar.

In this section, one of the documents you will be uploading will be menus. Please ensure you are following the correct meal patterns for the participants being served. Detailed information regarding meal patterns can be found in the CACFP Application handbook.
CACFP On-Line Application

As with each section after you have entered your information and uploaded all documents click on "Save". If there are errors, they will be highlighted in red, correct whatever errors may exist at this time.

After your information is error free click on "Back to Facility Program Information". You will then be returned to the opening screen of this section so that you can review your listed facilities.
Please ensure all your facilities are listed.

If you wish to review a facility, simply click on its name and refer to the procedures previously mentioned in this section of the presentation.

If you are satisfied with the facilities listed, click on "Back to Application Summary".
CACFP Application
Management Plan Section
The next section of the application is the "Management Plan". To access this section, click on "Management Plan" on the left side of the screen.

As with the other areas of the application we will break this section down into specific areas to ensure the process is thoroughly explained.
The first step in the Management Plan is to select whether or not your organization is a Multi-State Sponsoring Organization and the different USDA program(s) your organization participates in.

**Note:** If you select "Yes" in the Multi-State Sponsoring Organization area a box will appear that will ask for the following information:

- "List the affiliated and/or unaffiliated facilities under this multi-state Sponsoring organization and State(s) in which they operate".
The next area in this section is Staff Training.

The required topics are located on the left side of the screen (there are 18 topics but only 4 are shown above).

On the right side of the screen, you will need to enter the following information for each topic:

❖ Name and Title of the Trainer
❖ Date of Training
❖ Place of Training
Please take note of the two purple arrows above.

1. The top arrow will direct you to the word "here" highlighted in blue.
2. Download training document and complete with valid signatures.
3. The bottom arrow is a time saver so that you do not have to enter identical information numerous times.
4. If all, or most, of the information being entered is identical to the first line click on "Apply to All" after completing the first line. The information you entered will now populate all areas of the Staff Training area. If changes are needed, the information it can be edited.

The document can also be obtained by clicking on the "Resources" button on the top of the page.

Training is required annually for all staff members taking part in CACFP operations.
Please review the instructions highlighted in purple box above. Then, proceed to the section entitled “Procedures for Collecting Eligibility Information”.

For the “Procedures for Collecting Eligibility Information” section, please enter the title of the person responsible for each task (do not enter their name).
In the “Responsibility for Program Records” section, please list the Name and Title of the Person(s) responsible for each topic listed on the left side of the screen.

**Note:** It is not required to assign three separate people to train on each topic. One individual may be responsible for staff training. The "apply to all" option is available, if needed.
For the Organizational Responsibility area simply click on the statement(s) that applies to your Institution (multiple selections may apply).
For the “Pre-Award Civil Rights Compliance Review Requirement” section, please review the information carefully.

Once confirmed, the Institution should check the boxes on the lower left side.
# CACFP On-Line Application

**NJ CACFP Public Media Release**

USDA CACFP Regulations require each participating Child and Adult Care Food Program Institution issue an annual public media release announcing CACFP participation, and this media release must be sent to a media resource. The Public Media Release Statement form must be completed for issuing the annual media release. A copy of the Public Media Release Statement can be found within the “Resources” Section of the CACFP CARES Online Application System. The media resource that the release is submitted to MUST service the area from which the institution draws its participant attendance. The State Agency does not require that the Institution pay for the public media release announcement; however, the public media release must be submitted to the media resource.

**Returning NJ CACFP Institutions** are eligible to participate in the annual State Agency statewide public media release, issued annually on behalf of all participating CACFP institutions.

**New NJ CACFP Institutions**, applying for CACFP participation for the first time, are required to issue their own public media release, during their initial application. A copy of the public media release submitted to the media resource must include the date submitted to the media resource and the name of the media resource(s). After a copy of the media release has been completed and submitted to a media resource, a copy of the media release MUST be uploaded to the “Documents” section below and submitted with this application.

By selecting the option below, the Institution opts to participate in the annual state-wide public release and is not required to issue a separate annual public media release.

- Institution wishes to participate in statewide public release.

By selecting the option below, the Institution opts to issue their own annual public media release. A copy of the public media release submitted to the media resource MUST be uploaded to the “Documents” section below and submitted with this application.

- Institution opts to issue their own annual public media release.

**Outside Employment Policy**

Per Federal regulation, sponsoring organizations must submit an outside employment policy. The policy must restrict other employment by employees that interferes with an employee’s performance of program-related duties and responsibilities, including outside employment that constitutes a real or apparent conflict of interest.

Annually, sponsoring organizations must provide a copy of their outside employment policy, or they must certify the outside employment policy most recently submitted to state agency remains current and in effect.

Sponsors are required to submit a copy of their current Outside Employment Policy. By checking below, you certify that the most recent outside employment policy submitted is current and in effect. A copy of the outside employment policy must be uploaded to this application as proof of submission.

- I certify that the outside employment policy most recently provided to the New Jersey Department of Agriculture is current and in effect.

For the “NJ CACFP Public Media Release” and the “Outside Employment Policy” sections, please review the instructions and select the applicable box in each section.
For the "Program Integrity Questionnaire" section, please review each question thoroughly and select the appropriate option for your Institution.

**Note:** selecting certain options may prompt entries for additional information. Ensure all required information is added before moving onto the next area.

Please utilized the "Add" button at the bottom of this section, if needed.
The “Documents” section is the final step in the “Management Plan”. To upload a document, click on the arrow to the right of “Select document type”. Once you do a list of documents will appear, please ensure you upload all documents applicable to your Institution.

To upload your document, click “Browse and upload”, once you locate the file you are looking for, select and upload your document. As your documents are uploaded, they will appear below the green bar. **Note:** Please utilize the "Complete Later" button to revise/complete the section at a later time, if needed.

After all information has been entered for the "Management Plan" section, please click "Save." At this time, any potential errors will be highlighted in red. The Institution should correct any existing errors and click "Save." Then, click "Back to Application Summary," which will direct you to the application summary page.
CACFP Application
Budget and Audit Requirements Section
To complete the “Budget and Audit Requirements” section click on the "Budget and Audit Requirements" link on the left side of the Application Summary page.
In the “Projected Reimbursement” section, please enter the total number of days for each meal type you will be serving and the average number of meals per day. The estimated reimbursement will automatically tabulate based upon your entries.

The procedure for each meal type mentioned above is the same, the meal types are:

- Breakfast
- AM Snack
- Lunch
- PM Snack
- Supper
- Evening Snack
After all required information has been added the Total Estimated Reimbursement will automatically tally at the bottom of the form.
The next areas are the "Estimated Food Costs". Enter the required information in the red boxes above.

The "Total" on the right side of the screen as well as "Total Estimated Food Costs for Agreement Year" and "Difference of Projected Reimbursement and Estimated Food Cost" areas will automatically tabulate based off the information entered.
The next areas are the "Estimated Food Service Labor Cost" and "Estimated Administrative Labor Cost".

Both areas require information regarding labor and administrative costs for job roles and will automatically tally in the far-right column.

Please utilize the "Add" button to add employees for both Food Service Labor and Administration Labor costs.

Please take note of the comment at the bottom of the "Estimated Administrative Labor Cost" area.
The next area in this section is the "Percentage of Administrative Cost".

Please read each statement carefully and select the option that applies to your Institution (if applicable).
The next area is a summary of your Institutions estimates for the year. There are two areas where information may be entered for “other food service” / “administrative costs” not covered earlier in this section of the application.

Other categories (such as “Estimated Food Cost”, “Estimated Food Service Labor Cost” etc.) will be populated with the information entered earlier in this section of the application.

Note: If you notice an error, please scroll up to the area that contains the error and correct it before moving forward with the application.
The next sections address Non-CACFP funding sources and Excess Reimbursement.

Please read the information at both the top and bottom of these sections before entering any data. The costs will automatically tally at the bottom of each section.
Excess Reimbursement section shown above.
The next area is your institutions acknowledgement that the CACFP has the right to conduct unannounced visits and evaluate any corrective actions that were taken.

At the bottom of this area please select the statement that applies.
To upload a document, click on the arrow to the right of “Select document type”. Once you do a list of documents will appear, please ensure you upload all documents applicable to your Institution.

To upload your document, click “Browse and upload”, once you locate the file you are looking for, select and upload your document. As your documents are uploaded, they will appear below the green bar.

If you cannot finish this section of the application, ensure you click on "Complete Later" to save the information you have already added to your application.

As with each section after you have entered your information and uploaded all documents click on "Save". If there are errors, they will be highlighted in red, correct whatever errors may exist at this time.

After your information is error free click on "Back to Application Summary". You will then be returned to the application summary page.
CACFP Application
Eligibility and Enrollment Information
Monitoring Information
Permanent Agreement
To access the "Eligibility and Enrollment Information" section, click on "Eligibility and Enrollment Information" in the left column, on the Application Summary page.

The Eligibility and Enrollment Information section is based upon the information provided in the Facility Program Information section.
In the “Eligibility and Enrollment Information” section, please verify that all the information displayed is correct.

If everything is correct read both statements at the bottom of the page and click the boxes to the left of each statement.

From that point simply click on "Save" then "Back to Application Summary". You will then be returned to the application summary page.
CACFP On-Line Application

If you notice something that is incorrect:
❖ Click on "Back to Application Summary"
❖ Click on "Facility Program Information"
❖ Click on the name of the facility with the error. From that point you will be able to correct any error(s).

When the corrections have been made click on "Save", "Back to Facility Program Information" then "Back to Application Summary".
CACFP On-Line Application

Please take note, once your application is reviewed by our office the page previously discussed will have additional information including:

❖ A determination in the State Eligibility Determination column.
❖ An area that may contain comments which can be exported to an Excel file.
❖ Information regarding any comment made by the State.
The next section to complete is Monitoring Information.

To access the section, click on "Monitoring Information" in the left column. You will then be brought to a new screen.
CACFP On-Line Application

Your selection to the two statements in the Monitoring Information section will determine the information required.

If you select the first option, which notes: “I certify that we are an independent institution and as such we are not required to conduct monitoring", the screen above will appear.

From that point, click on "Save" then "Back to Application Summary". You will be returned to the application summary page.
If you select the second option which notes: "As a sponsoring organization, I acknowledge the requirements and certify to complete all necessary monitoring documentation", you will need to complete all the information requested.

The CACFP Monitoring Form for the current fiscal year must be completed for each monitoring review.

In addition, a Monitoring Schedule must be developed to project and record the required monitoring visits for each facility throughout the fiscal year. A sample Monitoring Schedule can be found in the “Resources” section.

**Note:** All completed monitoring review forms and monitor schedules must be kept on file. A copy of a completed Monitoring Form and the Monitoring Schedule must be uploaded to the document upload section in the “Management Plan”.

Once all the required information has been entered, click on "Save then "Back to Application Summary". You will be returned to the application summary page.
The final section to complete is Permanent Agreement.

To access the section, click on "Permanent Agreement" in the left column. You will then be brought to a new screen.
For the Permanent Agreement it is critical that certification box be signed by electronic signature by the Institution Board Chair, President, Owner, Mayor or Superintendent.

Clicking on the certification box represents your electronic signature and the Institutions acceptance of the CACFP requirements listed in the Permanent Agreement and Policy Standards.

After the box is checked click on "Save" then "Back to Application Summary". You will then be returned to the application summary page.
CACFP Application
Submitting an Application
Resubmitting an application
CACFP On-Line Application

As you can see above all sections of your application are now saved. At this point **do not** yet submit your application. Your organization's certifier must **review the entire application** before it is submitted.

Once the Certifier determines the application is complete and accurate, it can be submitted to the State. To do this, simply click on the "Submit" button.

**Note:** Once an application is submitted it cannot be changed until it has been reviewed by a State representative. Please ensure your application is complete and accurate prior to submission. If an error is discovered after submission, reach out to your CACFP Specialist so the application can be unlocked, and corrections made.
CACFP On-Line Application

Once all sections are completed and your application is submitted, the status will change from "Saved" to "Submitted" in the "Status" column. Also, the submitter and date of submission will appear in the "Last Submitted Date" column.

As your application is reviewed by the State the last two columns will populate.

If errors are discovered, your CACFP Specialist will contact you and provide a list of corrective actions required. They will unlock the affected portion(s) of your application so that corrections can be made. Also, the status in the first column will change to "Not approved", letting you know there is an issue with a section(s) of your application.

Note: For the most up to date status of an application, please access the application summary page.
The process to correct a section is identical for all sections except the "Facility Program Information" section.

We will cover how to correct the "Facility Program Information" section at the end of this portion of the presentation.

To correct a section except "Facility Program Information“, simply click on its name on the application summary page.

You will follow the same process as you did when completing the application initially. The only difference is you will merely make the needed changes. After that, click on "Save" then "Back to Application Summary". You will then be returned to the application summary page.
As with the initial application, the certifier must review any changes before resubmitting the updated application to the State.

Once the certifier approves the changes the application can be resubmitted by clicking on the "Submit" button at the bottom of the application summary page.

Once resubmitted, the first column will change from "Not Approved" or "Saved" to "Submitted". Also, the updated submitter and date of submission will appear in the "Last Submitted Date" column.

As your updated application is reviewed by the State the last two columns will update.
CACFP On-Line Application

As previously mentioned, updating the "Facility Program Information" is slightly different than the other sections of the application.

The first step is to click on "Facility Program Information" on the application summary page.

You will follow the same process when completing the application initially.
The only difference with correcting this section is you must click on "Create a New Revision" on the upper right side of the screen before making the necessary updates.

Once the changes are made, click on "Save" then "Back to Application Summary" as you did on the initial application. You will then be returned to the Application Summary page.

As with all the initial application, the certifier must review any changes before resubmitting the updated application to the State. Once the certifier approves the changes, the application can be resubmitted by clicking on the "Submit" button at the bottom of the application summary page.

Once resubmitted, the first column will change from "Not Approved" or “Saved” to "Submitted". Also, the updated submitter and date of submission will appear in the "Last Submitted Date" column. As your updated application is reviewed and then approved by the State the last two columns will update.
Above is an example of an approved application. Please take note of the information provided on the top of the page as well as the information in the last two columns.
Thank you for attending