NEW JERSEY DEPARTMENT OF AGRICULTURE

DIVISION OF FOOD AND NUTRITION

CHILD AND ADULT CARE FOOD PROGRAM (CACFP)

ON-LINE APPLICATION PROCESS

22 South Clinton Avenue, Bldg. 4, 3rd Floor P.O. Box 334

Trenton, N.J. 08625-0334
CONTENTS

USDA NONDISCRIMINATION STATEMENT ................................................................................. 4
CACFP COUNTY ASSIGNMENTS AND CONTACT INFORMATION ........................................... 5
GENERAL OVERVIEW OF THE CHILD AND ADULT CARE FOOD PROGRAM (CACFP) .............. 6
TERMS TO KNOW ..................................................................................................................... 6
CACFP PROGRAM TYPES ........................................................................................................ 7
ELIGIBILITY REQUIREMENTS FOR PUBLIC, NON-PROFIT AND FOR-PROFIT PROGRAMS ........ 8
NEW AND EXISTING INSTITUTION APPLICATION PREREQUISITES .................................... 9
ON-LINE REGISTRATION PREREQUISITES ............................................................................ 9
DATA UNIVERSAL NUMBERING SYSTEM (DUNs) .................................................................... 10
SYSTEM FOR AWARD MANAGEMENT (SAM) ........................................................................... 10
NEW JERSEY STATE OF THE ART REQUISITION TECHNOLOGY (NJSTART) ......................... 19
OFFICIAL SITE OF THE STATE OF NEW JERSEY – (MYNEWJERSEY) ................................. 20
CACFP ONLINE CARES APPLICATION .................................................................................. 23
CACFP APPLICATION PROCESS – OVERVIEW ....................................................................... 25
INSTITUTION INFORMATION ................................................................................................... 30
RESPONSIBLE PRINCIPALS AND USERS ........................................................................... 35
FACILITY PROGRAM INFORMATION ...................................................................................... 37
MANAGEMENT PLAN ............................................................................................................. 59
BUDGET AND AUDIT REQUIREMENTS .................................................................................. 67
ELIGIBILITY AND ENROLLMENT INFORMATION .................................................................. 75
MONITORING INFORMATION ................................................................................................. 78
PERMANENT AGREEMENT ................................................................................................... 80
SUBMITTING AN APPLICATION TO THE STATE .................................................................... 81
REVISING A SUBMITTED APPLICATION ............................................................................... 83
RESOURCES SECTION ............................................................................................................ 86
<table>
<thead>
<tr>
<th>COMMON ACRONYMS</th>
<th>86</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REFERENCE SOURCES</strong></td>
<td>87</td>
</tr>
<tr>
<td>TYPE OF CENTERS</td>
<td>87</td>
</tr>
<tr>
<td>TAX EXEMPT STATUS</td>
<td>87</td>
</tr>
<tr>
<td>CACFP HANDBOOKS</td>
<td>87</td>
</tr>
<tr>
<td>CACFP FEDERAL REGULATIONS</td>
<td>88</td>
</tr>
<tr>
<td>NUTRITION STANDARDS FOR CACFP MEALS AND SNACKS</td>
<td>88</td>
</tr>
<tr>
<td>OFFER VERSES SERVE (OVS)</td>
<td>88</td>
</tr>
<tr>
<td>MEAL SERVICE TIMES</td>
<td>89</td>
</tr>
</tbody>
</table>
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Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: How to File a Complaint, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. mail: U.S. Department of Agriculture
   Office of the Assistant Secretary for Civil Rights
   1400 Independence Avenue, SW
   Washington, D.C. 20250-9410.
2. fax: (202) 690-7442; or
3. email: program.intake@usda.gov.

This institution is an equal opportunity provider.
# CACFP County Assignments and Contact Information

<table>
<thead>
<tr>
<th>County / Assignment</th>
<th>CACFP Specialist</th>
</tr>
</thead>
<tbody>
<tr>
<td>Camden</td>
<td>Marissa Waldron</td>
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<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>
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<tr>
<td>Gloucester</td>
<td>Esther Ihekuna</td>
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<tr>
<td>Hudson</td>
<td>Chris Fischetti</td>
</tr>
<tr>
<td>Hunterdon</td>
<td>Esther Ihekuna</td>
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<tr>
<td>Mercer</td>
<td>Chelsea Saltzman</td>
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<tr>
<td>Middlesex</td>
<td>Marissa Waldron</td>
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<tr>
<td>Monmouth</td>
<td>Chelsea Saltzman</td>
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<tr>
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<td>Chelsea Saltzman</td>
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<tr>
<td>Ocean</td>
<td>Chris Fischetti</td>
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<tr>
<td>Passaic</td>
<td>Marissa Waldron</td>
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<tr>
<td>Salem</td>
<td>Chelsea Saltzman</td>
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<td>Union</td>
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<td>Warren</td>
<td>Chelsea Saltzman</td>
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<tr>
<td>Schools</td>
<td>Chelsea Saltzman</td>
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<td>Large Institutions (20 or more Facilities)</td>
<td>Chris Fischetti</td>
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<tr>
<td>Multi-State Sponsoring Organization</td>
<td>Chris Fischetti</td>
</tr>
<tr>
<td>Family Day Care</td>
<td>Esther Ihekuna</td>
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<tr>
<td>New Institutions</td>
<td>Kristen Lento</td>
</tr>
</tbody>
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**NJCARES Help Desk (For System Technical Assistance): NJCARES@ag.nj.gov CACFP**

**Division Phone Number:** 609-984-1250

**Division Fax Number:** 609-984-0878
The Child and Adult Care Food Program (CACFP) is a federal program that provides reimbursements for nutritious meals to eligible participants enrolled for care at participating day care centers and homes. CACFP also provides reimbursements for meals served to children and youth participating in afterschool care programs, children residing in emergency shelters, and adults over the age of 60 or living with a disability and enrolled in day care facilities. CACFP contributes to the wellness and development of young children and adults in the United States.

Organizations wishing to participate in the CACFP may be private non-profit organizations, private for-profit organizations, or public non-profit organizations.

**TERMS TO KNOW**

Below are definitions for important terms frequently used throughout this handbook:

**Institution:** An organization which enters into an agreement directly with the State agency to participate in CACFP.

**Sponsoring Organization:** An Organization that enters into an agreement with the State Agency to assume financial and administrative responsibility for all affiliated or non-affiliated facilities which fall under their sponsorship. A facility enters into an agreement with a sponsoring organization.

**Facility:** A location, facilities enter into agreements with a sponsoring organization. A facility may be a program held at a different physical address from the sponsoring organization or could be a separate program within the same building.

**Independent Center:** An agency that operates a center at a single physical site. Independent centers enter into agreements to assume financial and administrative responsibility for program operations.

**Program:** The specific program that is being run at a facility. The eligible programs are listed on the next page of this handbook.
❖ **Adult Day Care Centers:** Provide structured, comprehensive services to adults who are age 60 or older, or who are physically or mentally impaired to the extent that limits independence and the ability to carry out activities of daily living.

❖ **At-Risk Afterschool Programs:** Serve children 18 years of age and younger attending a school in which 50% or more of the children are receiving free and reduced-priced school lunches. Programs must have organized, regularly scheduled activities that include education or enrichment activities. Athletic programs engaged in interscholastic, or community level competitive sports are not eligible.

❖ **Child Care Center Programs:** Serve children attending licensed or other approved childcare centers including head start programs.

❖ **Day Care Home Programs:** Serve children attending non-residential day care in family day care homes of 6 children or less and group day care homes of 12 children or less in approved private homes.

❖ **Emergency Shelters:** Provide emergency residential shelter and food services to homeless children.

❖ **Outside School Hours Programs:** Serve school age children up to age 12 attending a care program outside of regular school hours, such as before and after school, holidays, or during the summer vacation break.
ELIGIBILITY REQUIREMENTS FOR PUBLIC, NON-PROFIT AND FOR-PROFIT PROGRAMS

❖ For-profit programs must have at least 25% of participants with income eligibility in either a free or reduced category (Child Care only), or at least 25% of participants are beneficiaries or title XIX/XX of the Social Security Act. These categories are based on the USDA's Income Eligibility Guidelines. The guidelines can be found at: https://www.fns.usda.gov/cn/income-eligibility-guidelines
❖ Non-profit programs must provide proof of non-profit status.
❖ Except for Emergency Shelters, only non-residential facilities may qualify for participation.
❖ Income Eligibility Forms are required for all programs except for At-Risk Afterschool Programs or Emergency Shelters. However, Area Eligibility is required.
❖ All participating institutions must sign an agreement to participate with the State agency. All sponsoring facilities must have an agreement with their Sponsoring Organizations.
NEW AND EXISTING INSTITUTION APPLICATION PREREQUISITES

ON-LINE REGISTRATION 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). Detailed instructions on the sites listed below can be found on pages 10-20 of this handbook. Please note all the sites listed below are free of charge. If you are on a site that is asking for any form of payment you are on the wrong site.
  o Data Universal Numbering System (DUNS)
  o System for Award Management (SAM)
  o New Jersey State of the Art Requisition Technology (NJSTART)
  o Official Site of the State of New Jersey Portal (MyNewJersey)
❖ Completing a State issued application package.
  To obtain a copy of the application package please contact:
  Kristen Lento Kristen.Lento@ag.nj.gov
❖ 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.

Note: The DUNS and SAM Number will soon be replaced with a Unique Entity Identifier number (UEI), this is tentatively scheduled for April 2022. Additional information on the change will be released as it becomes available.

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

After completing the Annual Certification Process, please skip to page 21 of this handbook

Note: Whether a new or returning Institution, it is recommended you use Chrome or Microsoft Edge browsers during the pre-registration and Application processes.
A data universal numbering system or DUNS number is a unique, nine-digit series of numerals that identifies a business. Dun & Bradstreet (D&B) creates the number, which generates a business profile in its database and provides a company’s name, phone number, address, number of workers, and line of business, along with other relevant corporate information.

The DUNS number is the most widely used method for identifying companies in the United States. It designates and maintains up-to-date information on more than 300 million global businesses, as of 2019. Once issued, a DUNS number is permanent, regardless of changes in corporate ownership or domicile; if a company ceases to exist, its DUNS number is never reissued.

**Note:** Your business must have a valid Federal EIN (tax ID #) to begin the process. The EIN used in this step must match the business you are having apply for CACFP.

To obtain a DUNS number go to: [https://fedgov.dnb.com/webform/](https://fedgov.dnb.com/webform/)

Once on the site simply follow the on-line instructions to obtain your DUNS number.

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**SYSTEM FOR AWARD MANAGEMENT (SAM)**
The System for Award Management (SAM) registration number is required to bid on government contracts, either as a prime contractor or as a subcontractor. SAM is a database that includes every entity that is registered to do business with the federal government.

To obtain your SAM registration number go to: [https://www.sam.gov/SAM/](https://www.sam.gov/SAM/)

When you first enter the SAM site you will be greeted with the informational box shown above. As you can see above SAM.gov and beta.SAM.gov are mentioned, the contents for both sites are all contained in the current SAM website.

**Note:** Registration for obtaining a SAM number is free. If you are asked for payment information you are on the wrong site.

After clicking on "OK" you will be brought to the screen on the next page of this handbook.
On the new screen there will be three options on the right side they are:

- Get Started
- Renew Entity
- Check Registration Status

Since the processes involved in both renewing an Entity and checking your registration status are similar, we will briefly cover how to create a new SAM account.

After you click on "Get Started" a new screen will appear.
The SAM registration process is laid out in four steps. As you can see the first step is to obtain a DUNS Number. This is why we previously mentioned the importance of obtaining your credentials in the order below:

- Data Universal Numbering System (DUNS)
- System for Award Management (SAM)
- State of the Art Requisition Technology (NJSTART)
- Official Site of the State of New Jersey (MyNewJersey)

If you do not have a DUNS number, you will need to obtain one before you can move forward with the process. If you have a DUNS number click on "2 Prepare Your Data", a new screen will appear.
Please read the information in this section carefully. There is nothing to do on this screen other than ensuring you have all the required information to move forward in the process.

After you have gathered all the required information click on "3 Get a Login.gov Account", a new screen will appear.
Please read all the information provided and take note of the links at the bottom of the informational box.

The Quick Start Guide explains in detail the steps to obtain a login.gov account. It is recommended you review the guide so that you fully understand the processes involved.

To begin the process, click on Login.gov. You will be brought to new page to obtain your login credentials. The steps involved are explained in detail while going through the process, they are also explained in the Quick Start Guide previously mentioned.

Once you obtain your Login.gov credentials you can move forward in the process by clicking on "4 Submit and Finish".
Please read the information contained in the box shown above. At this time, you should have all the information and credentials needed to move forward in the process.

The next step is to click on "Get Started" on the top right portion of the page, a new screen will appear.
On the new page there are two steps. First click on "Start Registration" at the bottom of the page, once you do that a new box will appear.

In the new box read the information carefully and then click on "Continue".
On the new screen enter your e-mail address, select a password, and click on "Create an Account".

Once your account is created simply follow the on-line prompts to complete the process.

Remember, if you have any questions, please refer to the links provided in the section entitled “3 Get a Login.gov Account”, as previously mentioned.
NEW JERSEY STATE OF THE ART REQUISITION TECHNOLOGY (NJSTART)

NJSTART (New Jersey State of the Art Requisition Technology), the State of New Jersey’s eProcurement portal.

NJSTART is designed to streamline the procurement process and make it more efficient for companies looking to do business with the State.

To begin the process, go to: https://www.njstart.gov/bso/ and click on “Register”

**Note:** A quick NJSTART reference guide is available at: https://www.state.nj.us/treasury/purchase/njstart/pdf/Find-a-Bid.pdf

A box will appear where you will need to enter the following:

- Tax ID # (SSN or EIN will work)
- Company Name
- E-mail address

Click “Register” after the required information is entered

After clicking on “Register” you will be taken to a new page where you will enter your company’s information and complete the registration process.

**Note:** NJSTART is mandatory for all new Sponsors wishing to do business in the State of New Jersey.
If you do not have a myNewJersey account, the first step in the on-line registration process is to go to: https://nj.gov/ and click on ‘Register’.

**Note:**
If you already have an account do not create a new account. If you do not remember your username and/or password please click on the "Forgot your Login ID?" or "Forgot your password?" option on the login screen.

After you click on “Register” you will be brought to a new page.

Fill out the required information and click on “Create Account”.

**Note:**
After clicking on “Create Account” you must wait for an authorization code to be sent via email from the State agency.

**Note:**
Your authorization code will come from the following e-mail address: NJCACFPCOMMUNICATION@ag.nj.gov

Please check your spam/junk email folders for your authorization code if it doesn't appear in your regular inbox.

**Note:** Any individual in your organization that will have access to claims and the application will need to register separately. Remember, submitting and certifying claims must be done by two separate individuals.
Once you receive your authorization code, go back to NJ.gov and click on “Login”. A new screen will appear.

On the new screen enter your credentials and click “Log In”. You will then 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.
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.

You are now authorized to access the CACFP application.

Enter your authorization code and click on “Finished”.

Remember, your authorization code will come from the following e-mail address:

NJACFPCOMMUNICATION@ag.nj.gov

Note:
Depending on your email security settings the e-mail from NJACFPCOMMUNICATION@ag.nj.gov may appear as junk and/or spam. If you are expecting an email, always check your junk and/or spam folders.
After entering your authorization code, you will have access to the CACFP System. 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.
The screen above is the Application Summary page. This is where you will begin completing the application.

The next section of this handbook will cover important information and key points regarding the new CARES 2.0 application system.
The purpose of this handbook is to provide step by step instructions to complete a CACFP CARES 2.0 application. Please be aware that there are numerous programs that fall under the CACFP umbrella and each of those programs have a variety of options. While we will provide detailed guidance as to the application process, to reduce the length of this handbook and eliminate confusion not every possible combination of programs will be shown. However, the information provided in this handbook is comprehensive and will assist in completing your application regardless of which type program(s) you are managing.

When completing an application please take your time and ensure all information entered is accurate. This is important because one error may affect other areas of the application. To ensure your application can be promptly processed please review each section carefully before submission.

Key points to remember:

❖ 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).

❖ In the new system there may be slight changes to official titles. This will be covered in the "Responsible Principals and Users" section of this handbook. However, the title and access level from the old system will be brought over to the new system.

❖ The new system is very intuitive and user friendly. Most errors will be identified so that corrections can be made (see screenshot below). 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 the application.
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 as shown on the screenshot on the previous page.

You will be assigned a new agreement number in the system. **Please take note of your new agreement number.** The basic setup for the new agreement number is below.

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.

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.

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.

You will be asked to upload documents throughout the application process. All documents required for application completion that the State normally provides can be found under the "Resources" link shown above. However, please remember it is critical you maintain copies of all your records for the current year and three previous years.

**Note:** In order to keep things organized it is highly recommended to create a folder for storing all of your CACFP documents, this will make uploading simpler.
Note: 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 NJCACPFOCOMMUNICATION@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.

As previously mentioned, 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 three 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 role, (other than No Access) must have an individual Login ID. For example, if a person attempts to designate themselves as both a Submitter and Certifier using the same Login ID, the system will recognize this and lock them out of both roles.

If a person needs access as both a Submitter and Certifier they will need two separate Login ID’s, each having a unique email address. If the same e-mail address is used for more than one Login ID there will be an issue when trying to recover a Login ID or Password.

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 handbook in the section entitled "Revising a Submitted Application".
There are eight main sections of the application that you must complete. The sections are as follows:

❖ Institution Information
❖ Responsible Principals and Users
❖ Facility Program Information
❖ Management Plan
❖ Budget and Audit Requirements
❖ Eligibility and Enrollment Information
❖ Monitoring Information
❖ Permanent Agreement

First, ensure 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. It is critical you complete the sections in the order listed on the left side of the screen, starting with “Institution Information”.

Let’s begin the application process by clicking on “Institution Information”. At this time, a new screen will appear.

Please take note of your agreement number in the green bar towards the top of the screenshot above.
There are several areas in this section of the application. For clarity, we will break things down a few areas at a time.

In this section of the application simply enter your Institutions details in the white boxes provided. Once all the required information is entered, you can move on to the next area of this section.

**Note:** The information contained in the gray boxes cannot not be changed. That information has been entered by CACFP personnel based upon your specific institutions details on-file with the State. 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. It is recommended you include your agreement number each time you correspond with the State.

Also, please take note of the green question mark to the right of "Business Type" with the purple arrow pointing to it. Whenever you see a green question mark you can click on it for additional information regarding a specific area of the application. In this case, the different business types are explained.
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 the required information in any white boxes that may be present. Once again, the grayed-out areas cannot be changed.

The next area in this section is, "Food Service Contract Information".

The first step in the Food Service Contract Information area is to select your institution’s type of food service operation; your options are:
- Self-Preparation
- Satellite from Central Kitchen
- Vended
- Food Service Management Company
As previously mentioned, each selection made will tailor the application to your specific institution. The screenshots on this page illustrate how an application is affected by the type of food service operation selected.

Self-Preparation

Satellite from Central Kitchen

Vended

Food Service Management Company

Regardless of the type of food service contract you have selected, please enter all information that is requested on the application.
Please take note of the "Add" button on the bottom of three of the screenshots on the previous page. If you need to add additional contract information, please do so via the "Add" button.

The final area in this section of the application is "Documents". This is where you will upload required documents which are determined by your specific type of Institution.

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 below a SAM Exclusion Verification document has been uploaded.

**Please do not move forward with your application until all the required documents have been uploaded.**

As previously mentioned, if you are looking for a specific document, please click on the "Resources" button located on the top of each page of the application.

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.

**Note:**
You will be required to upload documents in other sections of your application. The steps listed above apply to all sections of the application that require documents to be uploaded.
As you can see above, the section you just completed will now have the word "Saved" in the status column.

Please remember, only fully completed, or amended applications can be submitted. Do not click on the "Submit" button on the bottom of the application summary page (shown above) until all sections are complete, accurate and have been reviewed by your institutions Certifier.

Now that the "Institution Information" section has been 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 institution’s key personnel. Please remember that you must enter the personal information for each individual listed, not the institution’s 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 ensure you are selecting the correct role for each person added.

There is also an "Add User" button on the bottom of the screen so that additional titles can be entered.

Please remember, any individual, regardless of their title(s), can only be assigned one role. In the example above, the individual is an application submitter.

As previously mentioned, a valid Portal ID (also known as a Login ID at the MyNewJersey site) is not required for No Access personnel.

**Note:**
Valid Portal ID's MUST be entered for the roles of Submitter, Certifier and View Only. If invalid Portal ID's are entered into the application, a system generated email alert will be generated.
Regardless of the specific program type, all programs are either non-profit or for-profit. The chart below shows the default titles for each type of program:

<table>
<thead>
<tr>
<th>Nonprofit Organization</th>
<th>For Profit Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board Chair</td>
<td>Owner</td>
</tr>
<tr>
<td>Board Member</td>
<td>Executive Director</td>
</tr>
<tr>
<td>Board Member</td>
<td>Person Responsible for CACFP Records</td>
</tr>
<tr>
<td>Executive Director</td>
<td>Substitute Person Responsible for CACFP Records</td>
</tr>
<tr>
<td>Person Responsible for CACFP Records</td>
<td>Employee 1</td>
</tr>
<tr>
<td>Substitute Person Responsible for CACFP Records</td>
<td>Employee 2</td>
</tr>
<tr>
<td>Employee 1</td>
<td></td>
</tr>
<tr>
<td>Employee 2</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** As previously mentioned, if you need to add additional personnel, an "Add User" button is available at the bottom of the page (shown below).

Please remember the "Submitter(s)" and "Certifier(s)" personnel are determined by your institution’s hierarchy.

As with each section, after you have entered and reviewed your information for accuracy, click "Save". If there are any 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.
Please remember each application is customized based upon information entered and selections. There are dozens of possibilities in the Facility Program Information section. To eliminate confusion not every possible combination of programs will be shown. However, the information provided in this section is comprehensive and will assist in completing your CACFP application regardless of which type program(s) you are managing.

Please note throughout this section you will notice hyperlinks. These links will take you to a specific area of the Reference Section of this handbook or an internet site that contain additional information.

**Note:** If the hyperlinks are not working for you, please hold down the Ctrl button on your keyboard while clicking on the hyperlink.

Now that the Institution Information and Responsible Principles and Users sections are complete and saved let's move on to the Facility Program Information section. Click on "Facility Program Information" on the left side of the screen. After clicking on "Facility Program Information" a new screen will appear.
The first step is reviewing any facility 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.

Please remember, the information contained in gray boxes cannot not be changed. If there is an issue with any information in a grayed-out area, please contact your CACFP Specialist.

**Note:** The Facility Number in the new system will not be the same as in the previous version of CARES. Please take note of the new facility numbers.
To add a new facility, click on “Add a Facility”.

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.

Please note we will cover the processes involved for one facility; the steps will need to be repeated for all the facilities you will be adding.

As you add sites they will appear below the green line on the center of the page.

Once all your facilities are added, they can be downloaded on an Excel spreadsheet for easier management. To download a list of all your facilities simply click on “Export Data to Excel” then save the spreadsheet.

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.
As you can see above 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 in a grayed-out box. This means it was entered by a State representative and cannot be changed. 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. Please ensure all the information is correct before leaving this section of the application. As previously mentioned, each selection can affect other parts of the application.

Below are the available options for the pull-down menus:

There are three options under Tax Exempt Status, they are:

- Non-Profit
- Public
- For-Profit

For additional information regarding tax exempt status please click here: Tax Exempt Status

Note: Please take note of the page of the handbook you are on before clicking on the Tax-Exempt Status link above. After clicking on the link, you will be brought to another section of the handbook.
There are ten options under License Agency, remember the options are based upon the type of facility you selected, they are:

- **DCF -CCF** Dept. of Children and Families - Child Care License
- **DCF-DCPP** Dept. of Children and Families - Division of Child Protection and Permanency
- **DDD** Department of Developmental Disabilities
- **DHS** Dept. of Human Services
- **DMAHS** Division of Medical Assistance and Health Services
- **DMHAS** Division of Medical Health and Addictive Services
- **DOAS** Dept. of Aging Services
- **DOH** Dept. of Health
- **MIL** Military
- **DCA** Dept. of Community Affairs, Division of Codes and Standards

There are two options under Participation Status, they are:

- **Active**
- **Inactive**

**Note:** If there are facilities you are currently not using, please add them as an inactive site. Later if they are activated all you will need to do is enter this section of your application, select "Active" and resubmit your application. We will cover submitting your initial application along with resubmitting applications later in this handbook.

There are four options under Food Service Operation Type:

- **Self-Prep**
- **Vended**
- **Self-Prep / Vended**
- **Satellite from Central Kitchen**

Based upon your previous selections you may have an area entitled Affiliation Status, they are:

- **Affiliated**
- **Non-affiliated**

**Note:** The affiliation status is essentially asking if the facility that is being entered is affiliated with (or under the auspices of) the Institution/Sponsoring organization that has the agreement with the State.
For example, is the Boys and Girls Club facility being entered under the Board of Education sponsor legally (possess the same Federal ID or EIN) affiliated or unaffiliated with the Board of Education. The next section asks for Federal ID of the facility, not the Institution unless they are affiliated under the same Federal ID.

There are five options under Food Service Contract type. **Note:** this option will not be available if Self-prep was selected in the Food Service Operation Type area.

- Bid
- Small Purchase
- Micro Purchase
- RFP (Request for Proposal)
- School Food Service Contract

As previously mentioned, each application is tailored for institutions and therefore it is critical you ensure all your selections are correct as it will affect other areas of your application. To illustrate this point, on the next few pages are the options you will have with each type of facility.

**Child Care Center**
### At-Risk Afterschool Care Center

#### Facility Name and Details

<table>
<thead>
<tr>
<th>Facility Name</th>
<th>Address Line 1</th>
<th>Address Line 2</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>City</th>
<th>County</th>
<th>State</th>
<th>ZIP Code</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Facility Type

- **At-Risk Afterschool Care Center**

#### Facility Characteristics (Select all that apply)

- [ ] Military
- [ ] Church

#### License Agency

- [ ] Not Available

#### Food Service Operation Type

- [ ] Please Select

#### Indicate all other activities and USDA programs that this facility participates in during the fiscal year.

- [ ] None
- [ ] School Breakfast Program
- [ ] Summer Food Service Program
- [ ] Special Milk Program
- [ ] National School Lunch Program/SFA
- [ ] Head Start
- [ ] The Emergency Food Assistance Program (TEFAP)
- [ ] The Commodity Supplemental Food Program
- [ ] Fresh Fruit and Vegetable Program
- [ ] Programs Under Title III of the Older Americans Act (OA)
- [ ] Resources and Referral Services

### Emergency Shelter

#### Facility Name and Details

<table>
<thead>
<tr>
<th>Facility Name</th>
<th>Address Line 1</th>
<th>Address Line 2</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>City</th>
<th>County</th>
<th>State</th>
<th>ZIP Code</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Facility Type

- **Emergency Shelter**

#### Facility Characteristics (Select all that apply)

- [ ] Military
- [ ] Church

#### License Agency

- [ ] Not Available

#### Food Service Operation Type

- [ ] Please Select

#### Indicate all other activities and USDA programs that this facility participates in during the fiscal year.

- [ ] None
- [ ] School Breakfast Program
- [ ] Summer Food Service Program
- [ ] Special Milk Program
- [ ] National School Lunch Program/SFA
- [ ] Head Start
- [ ] The Emergency Food Assistance Program (TEFAP)
- [ ] The Commodity Supplemental Food Program
- [ ] Fresh Fruit and Vegetable Program
- [ ] Programs Under Title III of the Older Americans Act (OA)
- [ ] Resources and Referral Services
Adult Day Care

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.
Eligibility Section

Note: There will not be an Eligibility section for Child Care Centers. The information entered in the Facility Name and Details section satisfy the States requirements for eligibility for Child Care Centers.

At-Risk Afterschool Care Program

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 page.
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).
**Emergency Shelters**

For Emergency Shelters enter the age range of eligible participants served at the facility.

Select Yes or No to the question shown below in **bold** lettering. Please note if you select No you will need to provide additional information regarding the primary purpose of the shelter (2nd screen shot below).

Check off the certification box at the bottom of the section.

---

**Screen when selecting Yes to the question asked in bold.**

---
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

Please read the instructions carefully as they are detailed and will help to avoid any errors with providing the information requested.

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 person must be kept on file at the facility.
Note: Functionally impaired adult means chronically impaired disabled persons 18 years of age or older, including victims of Alzheimer's disease and related disorders with neurological and organic brain dysfunction, who are physically or mentally impaired to the extent that their capacity for independence and their ability to carry out activities of daily living is markedly limited. Activities of daily living include, but are not limited to, adaptive activities such as cleaning, shopping, cooking, taking public transportation, maintaining a residence, caring appropriately for one's grooming or hygiene, using telephones and directories, or using a post office. Marked limitations refer to the severity of impairment, and not the number of limited activities, and occur when the degree of limitation is such as to seriously interfere with the ability to function independently.

Programs Participation Details Section

The next area in this section are Program Participation Details. In this area specific details regarding your program will be entered.

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

Tip: Start with the month containing information most common to all the others, then press the Copy This Month To... button to copy that information to other months.

Please note the tip highlighted in blue and the “Copy This Month To” button at the bottom of the screen. The button will allow information to be added to additional months.

Note: The Program Participation Details will populate for Child Care Centers and Adult Day Care Centers. For the other two facility types the Program Participation Details are separate areas.
Child Care Center

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.
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 Centers and Adult Day Care Centers 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 in the example above, we are using 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 program's 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 beginning and end dates.

When entering your operating hours please be aware the hours are four digits followed by AM or PM. Example: 6 O'clock in the morning is 06:00 AM, 6 O'clock in the evening is 06:00 PM. The system will not recognize military time.
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 Offer Versus Serve (OVS) program.
- Has two shifts.
- Offers special meals.

Once again, some of these options may not be applicable to your program(s). As previously mentioned, the process is identical for each meal so the steps covered will need to be repeated for every meal type served for each month you are operating.

**OVS**: Offer Versus Serve (OVS) is a concept that applies to menu planning and meal service which allows children and adults to decline some of the food offered. This program is an option, not a requirement.

If you wish to apply to participate in the OVS program a box will pop up, you must click on OK. You will also need to upload an OVS request form that is available in the Resources section. Please be aware this program is optional but if used, meal patterns and feeding times must still be followed.

For more information regarding the OVS program please click here: [OVS](#)
Note: Please take note of the page of the handbook you are on before clicking on the OVS link above. After clicking the link, you will be brought to another section of the handbook.

**Shift Feeding:**

Shift feeding is an option available if you cannot serve all your program participants at one time.

**Example:**
If you have 100 program participants but your feeding area can only hold 50 people safely you would want to use the shift feeding option and feed your participants in shifts.

The link below will provide information regarding shift feeding:


**Note:** Currently due to Covid-19 there is a waiver which eliminates the need to follow established mealtimes. If you wish to apply for a specific waiver, you MUST contact your CACFP Specialist for details. However, once the waiver is rescinded you must follow the meal service times. Below is the link which has additional information regarding the waiver applicable to shift feeding:


For information on mealtimes please click here: [Meal Service Times](#)

**Note:** Please take note of the page of the handbook you are on before clicking on the Meal Service Times link above. After clicking the link, you will be brought to another section of the handbook.

**For-Profit Facility Eligibility**

**Note:** The for-profit section shown below will appear for all for-profit facilities. If you do not see the section below 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 IX/XX Eligibility
❖ Free/Reduced-price Eligibility

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

For-profit adult day care centers are eligible if the center meets the 25% rule with Medicaid beneficiaries.

Please take note of the question mark next to "Select one". As previously mentioned, question marks can be clicked on for additional information. Below is an example of a pop-up box that will appear after clicking on the question mark. The information displayed will depend upon your specific program.
Based upon your selection the information required will change. Below are the screenshots of what is required for both the Title XX Eligibility and Free/Reduced Price Eligibility options.

**Title XX Eligibility**

![Title XX Eligibility Form](image)

**Free/Reduced Price Eligibility**

![Free/Reduced Price Eligibility Form](image)

**Note:** Please remember you must keep all documentation on file for at least the current and three previous years.
The example above shows what is required for Title XX / XIX eligibility.

Please take note of the green question mark, the pop-up box below is what appears after clicking on the green question mark.

Ethnic/Racial Data

The information required for the ethnic/racial data is straightforward. Simply read the statements and fill in the information required.
Uploading documents

The final area in this section of the application is "Documents". This is where you will upload required documents which are determined by your specific type of Institution.

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.

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 handbook. If you are satisfied with the facilities listed, click on "Back to Application Summary".
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 the state(s) in which they operate".

There are several options available under the "Multi-Purpose Organization" area. As previously stated, each selection affects other parts of the application. Please ensure all applicable programs are identified in this area to avoid potential delays in processing your application.
Staff Training

The 18 required topics are located on the left side of the screen. The topics are:

- Meal Pattern Requirements
- Menus
- Meal Count Procedures
- Enrollment Statements
- Income Eligibility Procedures
- Record Keeping Requirements
- Itemized Receipts
- Time and Attendance Logs
- Training Requirements
- Monitoring Requirements
- Claim Completion Procedures
- Daily Attendance Records
- Household Contacts
- Civil Rights
- Meal Service
- Sanitation
- USDA Meal Requirements
- Claims Submission and Claim Review Procedures

Please take note of the two purple arrows above.

The top arrow will direct you to the word "here" highlighted in blue. Please download the training document and complete with valid signatures. The document can also be obtained by clicking on the "Resources" button on the top of the page. Training is required to be completed annually for all staff members taking part in CACFP operations.

The bottom arrow is a time saver so that you do not have to enter identical information numerous times. 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 can be edited.

On the right side of the screen, please enter the following information for each topic:

- Name and Title of Trainer
- Date of Training
- Place of Training
Note: The training must take place before the start of your operations. If someone is hired after the start of your operations, they must be fully trained before they can participate in your program(s).

Eligibility Records

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” section, please 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.
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.

NJ CACFP Public Media Release  and Outside Employment Policy
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.
Documents

The “Documents” section is the final step in the “Management Plan”.

Please note: A current and approvable document must be uploaded for each document type applicable to your Institution that appears in the drop-down menu.

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. Upload the documents applicable to your Institution using the steps previously discussed.

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.
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.

The first area in this section is labeled "Projected Reimbursement - (Institution Preference: Cash-in-lieu of Commodities)".

**Note:**
"Cash-in-lieu of Commodities" is cash provided to food program operators (e.g., elderly nutrition programs, childcare food programs, and some school food programs) instead of mandated commodity assistance. These funds are provided as additional assistance for each lunch or supper meal served to participants under the program. Please remember to keep all receipts on file for the current year and three previous years.
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 section is “Estimated Food Costs”.

Enter the following information:

- Average Cost Per Meal
- Average Number of Meals Per Day
- Number of Days Per Year

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.

Note: Total CACFP Administrative Cost cannot exceed 15% of reimbursement without written justification and prior approval from the state agency.
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 projected food costs are insufficient due to an excessive amount of money used for administrative costs. CACFP will not reimburse your agency beyond the maximum administrative costs allowed in accordance with P.L. 106-224 without prior approval. You must increase your food service cost to ensure that participants are receiving the maximum benefits from the CACFP by providing high-quality, nutritious meals that meet the USDA’s meal patterns in your food service operation. To receive exemption to the 15% regulatory limit to pay administrative costs, agencies must submit written justification for prior approval from CACFP office and ensure adequate funds are available to provide meals/snacks that meet the requirements of §226.20. Failure to do so will result in a Serious Deficient determination.

The estimated administrative costs exceed the maximum administrative cost allowed according to P.L. 106-224. To receive exemption to the 15% regulatory limit allocate administrative costs, agencies must submit written justification for prior approval from CACFP office and ensure adequate funds are available to provide meals/snacks that meet the requirements of §226.20. It is important to closely monitor your food service costs for program compliance by comparing them to earned reimbursement on a monthly basis. Failure to do so could result in a Serious Deficient determination.

Check this box if your institution is requesting approval to allocate CACFP administrative expenses exceeding 15%.

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.

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Amount to Cover CACFP Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total CACFP Operations:** $0.00

Note: Total fiscal reporting for CACFP operations should equal $0.00. If total operations results in costs that are less than $0.00, additional non-CACFP funding allocation must be recorded.

<table>
<thead>
<tr>
<th>Additional CACFP Funding Allocation</th>
<th>Amount Allocated</th>
</tr>
</thead>
<tbody>
<tr>
<td>To improve the meal service or other aspects of the CACFP</td>
<td></td>
</tr>
<tr>
<td>Maintain excess funds for next year's CACFP operation</td>
<td></td>
</tr>
<tr>
<td>Pay for allowable costs of other Child Nutrition Programs</td>
<td></td>
</tr>
<tr>
<td>Specify other Child Nutrition Programs</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
</tbody>
</table>

**Total CACFP Operations:** $0.00

Note: Total fiscal reporting for CACFP operations should equal $0.00. If total operations results in costs that are greater than $0.00, allocation of additional CACFP funds must be reported.

You are being notified of this assessment so that you reevaluate your agency's food service operation and administrative cost reports. Should you need assistance, please call your Nutrition Program Specialist at (609) 964-1750.
The next area is your institutions acknowledgement that CACFP personnel have 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.

---

The CACFP reserves the right to conduct unannounced visits to evaluate corrective actions taken.

By clicking below, I certify that this institution meets the indicated threshold for expending federal funds annually, which includes CACFP funds and any other federal funding resources listed on the CACFP Application Questionnaire for Program Integrity, item number 3, which requires institutions to list and certify all publicly funded programs (federal, state, or locally funded) in which the institution or any of its principals has participated. I further certify that an audit is required when my institution expends $750,000 or more in federal funds and the audit will be submitted to the Federal Audit Clearinghouse (FAC) at the following web address: https://harvesten.census.gov/facweb/.

As a reminder to all institutions, also known as subrecipients, the following audit requirements will apply to both nonprofit and for-profit institutions:

- If the sub-recipient expended $500,000 or more in federal funds during its fiscal year and all of the funds came from CACFP, then a program specific audit or a single audit will be required to be submitted to the FAC and N.D.A. - (Select Certification 1 Below)
- If the sub-recipient expended $750,000 or more in federal funds, which included CACFP and other federal funds, or if the sub-recipient expended $750,000 in state funds (in addition to CACFP funds), then a single audit would be required to be submitted to the FAC and the cognizant agency. - (Select Certification 2 Below)
- If the sub-recipient expended less than $750,000 in federal funding and less than $750,000 in state funding during its fiscal year, but the combined total federal and state funding expended was greater than $100,000, then a Yellow Book Financial Statement audit would be required to be submitted directly to the cognizant agency. - (Select Certification 3 Below)
- If the sub-recipient expended less than $750,000 during its fiscal year and all of the funds came from CACFP, then no audit is required. - (Select Certification 4 Below)

NOTE: State funds expended during the sub-recipient’s fiscal year derived from a vendor relationship are not subject to the above audit requirements. Determination of a vendor relationship status of funds expended can only be made by the cognizant agency, in conjunction with the other funding agency or agencies, if necessary.

The completed audit is due to the cognizant agency (the agency) that provided the sub-recipient with the most funding for the sub-recipient's fiscal year within 9 months of your fiscal year end and the audit shall be submitted to the FAC. The Audit must be performed by an independent New Jersey licensed peer-reviewed CPA. Audit costs are not reimbursable from the CACFP program. Failure to comply with audit requirements could result in fiscal action to your institution and/or a seriously deficient determination. For additional questions or guidance regarding audit compliance, please contact Blanka Garcia via email at Blanka.Garcia@ag.gov.

Select one (1) of the following certifications:

1. I certify that this institution expends $750,000 or more in federal funds during its fiscal year and all of the funds come from CACFP, and I have read and understand the conditions above.
2. I certify that this institution expends $500,000 or more in federal funds during its fiscal year and all of the funds come from CACFP, and I have read and understand the conditions above.
3. I certify that this institution expends less than $750,000 in federal funding and less than $750,000 in state funding during its fiscal year, but the combined total federal and state funding expended is greater than $100,000, and I have read and understand the conditions above.
4. I certify that this institution expends less than $750,000 during its fiscal year and all of the funds came from CACFP, and I have read and understand the conditions above.
For the “Documents” section, please upload each document that appears in the “Document Type” drop-down menu.

As previously stated, the process to upload documents is the same for all sections. 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. Upload the documents applicable to your Institution using the steps previously discussed.

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.
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 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”.

Once you are back on the Application Summary page return to the screen above by clicking on "Eligibility and Enrollment Information”. If you notice more errors repeat the steps mentioned above until all errors are corrected.

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.
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.

**Note:** Institutions will be unable to make changes until the application has been submitted, reviewed, and approved or not approved by our office.
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.

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.

Please note the purple arrow above. By clicking on "Add" you can add additional monitors.

The CACFP Monitoring Form for the current fiscal year must be completed for each monitoring review. A copy of the Monitoring Form can be found in the "Resources" section. Please remember, as will all other documentation, all monitoring forms must be maintained on file for the current year and three previous years.

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 Standard.

After the box is checked click on "Save" then "Back to Application Summary". You will then be returned to the application summary page.
As you can see above, all sections of the application are now saved.

At this point, **do not** yet submit your application. Your institutions 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.
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 previously mentioned, at this point your application is locked and cannot be changed.

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

**Note:**
For the most up to date status of an application, please access the application summary page.

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.
REVISING A SUBMITTED APPLICATION

As you know, there are eight separate sections that comprise your application. 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 handbook.

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.
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 is you must click on "Create a New Revision" on the upper right side of the screen before making the necessary updates. After that, 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.

Note:

It is highly recommended to research any questions you have regarding the Application process by searching the "Resources" section at the top of each page of the Application, as well as utilizing internet resources.

For questions you cannot find an answer to, please feel free to reach out to your CACFP Specialist. However, please be advised there may be a delay in receiving a response. To avoid delays with your Application, we highly encourage institutions to research the answer to all questions using the resources provided.

Thank you for all you do in assisting those in need.
<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADA</td>
<td>Average Daily Attendance</td>
</tr>
<tr>
<td>CACFP</td>
<td>Child and Adult Care Food Program</td>
</tr>
<tr>
<td>DCA</td>
<td>Dept. of Community Affairs, Division of Codes and Standards</td>
</tr>
<tr>
<td>DCF</td>
<td>Dept. of Children and Families</td>
</tr>
<tr>
<td>DDD</td>
<td>Department of Developmental Disabilities</td>
</tr>
<tr>
<td>DHS</td>
<td>Dept. of Human Services</td>
</tr>
<tr>
<td>DMAHS</td>
<td>Division of Medical Assistance and Health Services</td>
</tr>
<tr>
<td>DMHAS</td>
<td>Division of Mental Health and Addictive Services</td>
</tr>
<tr>
<td>DOAS</td>
<td>Dept. of Aging Services</td>
</tr>
<tr>
<td>DOH</td>
<td>Dept. of Health</td>
</tr>
<tr>
<td>DUNS</td>
<td>Data Universal Numbering System</td>
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<tr>
<td>FPO</td>
<td>For Profit Organization</td>
</tr>
<tr>
<td>FSMC</td>
<td>Food Service Management Company</td>
</tr>
<tr>
<td>IFB</td>
<td>Invitation for Bid</td>
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<tr>
<td>MIL</td>
<td>Military</td>
</tr>
<tr>
<td>NFPO</td>
<td>Not for Profit Organization</td>
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<tr>
<td>NJSTART</td>
<td>New Jersey State of the ART Requisition Technology</td>
</tr>
<tr>
<td>NPO</td>
<td>Non-Profit Organization</td>
</tr>
<tr>
<td>NSLP</td>
<td>National School Lunch Program</td>
</tr>
<tr>
<td>OVS</td>
<td>Offer Versus Served</td>
</tr>
<tr>
<td>RFP</td>
<td>Request for Proposal</td>
</tr>
<tr>
<td>SAM</td>
<td>System for Award Management</td>
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<td>SFA</td>
<td>School Food Authority</td>
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<td>SFSP</td>
<td>Summer Food Service Program</td>
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<tr>
<td>SSO</td>
<td>Seamless Summer Option</td>
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<tr>
<td>UEI</td>
<td>Unique Entity Identifier</td>
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<tr>
<td>USDA</td>
<td>United Stated Department of Agriculture</td>
</tr>
<tr>
<td>USDA FNS</td>
<td>US Department of Agriculture Food and Nutrition Services</td>
</tr>
</tbody>
</table>
REFERENCE SOURCES

TYPE OF CENTERS

For additional information regarding program operations please go to:
https://www.fns.usda.gov/cacfp/program-operator

TAX EXEMPT STATUS

A for-profit organization is one that operates with the goal of making money. Most businesses are for-profits that serve their customers by selling a product or service. The business owner earns an income from the for-profit and may also pay shareholders and investors from the profits.

A nonprofit organization is one that qualifies for tax-exempt status by the IRS because its mission and purpose are to further a social cause and provide a public benefit. Nonprofit organizations include hospitals, universities, national charities, and foundations.

Similar to a nonprofit, a not-for-profit organization (NFPO) is one that does not earn profit for its owners. All money earned through pursuing business activities or through donations goes right back into running the organization.

CACFP HANDBOOKS

Additional resources and guidance are available from the USDA. Please use the like below to access handbooks on various CACFP programs and topics.

https://www.fns.usda.gov/cacfp/cacfp-handbooks
Please use the link below to access the electronic code of federal regulations that pertain to the CACFP program.


NUTRITION STANDARDS FOR CACFP MEALS AND SNACKS


OFFER VERSES SERVE (OVS)

Offer Versus Serve (OVS) is a concept that applies to menu planning and meal service which allows children and adults to decline some of the food offered for breakfast, lunch, or supper. This program is an option, not a requirement.

By allowing the program participants to decline some of the food offered it will make it more likely they will eat the food they take, increasing customer satisfaction and greatly reducing plate waste by not serving food that will not be eaten.

If utilizing the OVS program you must describe your procedures to administer the program on an OVS request form and upload in the Facility Program Information section of your application. Please remember, all meal pattern requirements must still be followed.

The requirements of the OVS program as well as additional information can be found at: https://fns-prod.azureedge.net/sites/default/files/sfsp/SMT-OfferVersusServe.pdf
MEAL SERVICE TIMES

Terms to Know

- A food component is one of the food groups that comprise reimbursable breakfasts, snacks, lunches, and supper meals according to the CACFP Meal Pattern. These categories include fluid milk, meats/meat alternatives, vegetables, fruits, and the grain components.

- A food item is a specific food offered within the food components comprising the reimbursable meal. For example, separate ½ cup servings of peaches and pears are two food items that comprise one component (fruit and component).

- A combination food contains more than one food item from different food components that cannot be separated. An example is cheese pizza which contains three food items from different food components: a serving of grain (crust), a serving of vegetable (tomato sauce), and a serving of meat alternate (cheese). Other examples of combination foods are soups, prepared sandwiches, and burritos.

Reference: 7 CFR 226.20(k) Time of meal service. State agencies may require any institution or facility to allow a specific amount of time to elapse between meal services or require that meal services not exceed a specified duration. In addition, 7 CFR 226.25 provides that State agencies may establish additional requirements, provided that any such additional requirements are not inconsistent with the CACFP regulations.

When scheduling mealtimes, the following guidelines will be used for approval:

**Breakfast** The duration of the breakfast meal service may take no more than one hour from start to finish per session per group.

Breakfast service must end by 10:00 AM.

**Snack** A snack may be approved for midmorning, afternoon, and evening.

An *Evening Snack may only be approved for institutions licensed for evening care, night care and/or regularly operating over 15 hours per day. Evening snacks may not be approved for service before 8:00 PM. The duration of the snack service may take no more than one hour from start to finish per session per group.

**Lunch** Four hours shall elapse between the service of a lunch and supper when no supplement is served between lunch and supper. The duration of the lunch meal service may take no more than 2 hours from start to finish per session per group. The service of a lunch may not be scheduled to start before 11:00 AM and shall begin no later than 1:30 PM.
Supper  A supper may not be approved for facilities where the licensed approved operating hours end at or before 6:30 PM, or where licensed for evening care, but not actually operating for evening/night care hours. The duration of the supper meal service may take no more than 2 hours from start to finish. The service of a supper may not be scheduled to start before 5:00 PM and shall begin no later than 7 p.m. and end no later than 8 p.m.

Meals served outside of these guidelines are not eligible for CACFP reimbursement and the agency must absorb the costs associated with the meal.

The following meal service time policy applies to At-Risk Meals and Snacks only:

At-Risk Breakfast Meals  may only be claimed during school holidays, unanticipated school closures or weekends during the school year. Breakfast meal service may be no more than one hour in duration.

At-Risk Afterschool Lunch Meals  may only be claimed during school holidays, unanticipated school closures or weekends during the school year, except that lunch meals may be claimed for those participants who only attend school half-day, such as pre-school. Lunch meal service may be no more than two hours in duration.

At-Risk Afterschool Supper Meals  may be claimed while school is in session, during school holidays and weekends during the school year and must begin no earlier than the end of the normal school day. Supper meal service may be no more than two hours in duration.

At-Risk Afterschool Snack  service may be no more than one hour in duration and two hours must elapse between the beginning of a meal service and the beginning of a snack service.

- Meals served outside of these guidelines are not eligible for CACFP reimbursement and the agency must absorb the costs associated with the meal.
- The duration of the meal service shall be limited to 2 hours for lunches and supper and 1 hour for breakfast and snack meals per session/group.
- Three hours shall elapse between the beginning of one meal service and the beginning of another, except that 4 hours shall elapse between the service of a lunch and supper when no supplement is served between lunch and supper.
- Meal Type Limitation - Reimbursement may not be claimed for more than two meals and one snack, or one meal and two snacks per participant per day. Meal Service Times must meet compliance for each group/session/participant.
Reimbursement may not be claimed for more than two meals and one snack or one meal and two snacks, per child per day. All meals and snacks must be claimed in accordance with the requirements for the applicable component of the Program."

In situations of half or part-time day-care sessions: meals served to the same participant(s) may only be claimed when there is at least 2 hours after the completion of the previous meal or snack.

<table>
<thead>
<tr>
<th>MEAL TYPE</th>
<th>MEAL SERVICE TIME</th>
<th>MAXIMUM DURATION</th>
<th>3 HRS. LAPSE FROM BEGINNING OF PREVIOUS MEAL OR SNACK</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>6:00</td>
<td>1 HOUR</td>
<td>9:00</td>
</tr>
<tr>
<td>AM Snack</td>
<td>9:00</td>
<td>1 HOUR</td>
<td>12:00</td>
</tr>
<tr>
<td>Lunch</td>
<td>12:00</td>
<td>2 HOURS</td>
<td>3:00</td>
</tr>
<tr>
<td>PM Snack</td>
<td>3:00</td>
<td>1 HOUR</td>
<td>6:00</td>
</tr>
<tr>
<td>Dinner</td>
<td>5:00</td>
<td>2 HOURS</td>
<td>8:00</td>
</tr>
<tr>
<td>Evening Snack</td>
<td>8:00</td>
<td>1 HOUR</td>
<td>-</td>
</tr>
</tbody>
</table>

**Example:**