



# State of New Jersey

DEPARTMENT OF AGRICULTURE  
DIVISION OF FOOD AND NUTRITION  
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TO: Child and Adult Care Food Program (CACFP) Renewing Institutions

FROM: Stephanie Mullin, State CACFP Coordinator  
Child and Adult Care Food Program  
Division of Food and Nutrition

DATE: August 2020

SUBJECT: FY2021 CACFP "Annual Certification" – Renewal Application Approval Process

Effective for the FY2021 Agreement year, the New Jersey Department of Agriculture (NJDA) Child and Adult Care Food Program, annual renewal application process will now be an easier, expedited, "Annual Certification" renewal application process.

Per USDA Policy Memo CACFP 19-2011 "institutions will no longer be required to re-apply after submitting their initial application; rather they will be required to submit annually required information." **This means you will complete and sign the attached Annual Certification form and submit to [NJDACACFPAPPLICATION@ag.nj.gov](mailto:NJDACACFPAPPLICATION@ag.nj.gov), update all required annual application documents, and submit your CACFP online CARES application for approval, by September 30, 2020.**

The Annual Certification renewal process will be conducted in two separate phases.

## **Phase One – TO RECEIVE YOUR FY2021 CACFP RENEWAL APPLICATION APPROVAL**

### **Phase One – Steps needed for Initial CACFP Application Approval**

- 1) **Institutions must review and update all FY2021 CACFP CARES Application outdated and/or missing application records.**
- 2) **Institutions must submit for approval updated FY2021 CACFP CARES Application.**
- 3) **Institutions must complete, sign, and submit the FY2021 Annual Certification Form (attached) and email to [NJDACACFPAPPLICATION@ag.nj.gov](mailto:NJDACACFPAPPLICATION@ag.nj.gov) by September 30, 2020.**

Upon receipt of your Institution Annual Certification Form and submission of your online CACFP CARES Application, the Institution will receive FY2021 CACFP CARES system approval and claiming for reimbursement can continue.

**Next step is to submit the annually required program records during the Phase Two portion of the CACFP Annual Certification Renewal Process (next page).**

**Phase Two – Submit Required Annual Program Documents for Final Approval By October 31, 2020**

**Phase Two – Steps needed for Final CACFP Application Approval**

- 1) Institution will complete the FY2021 Annual Required Records:
  - a. FY2021 Annual CACFP Budget – (See NJDA CACFP Website for Budget Form)
  - b. Annual Audit Letter or Audit Exemption Letter
  - c. Monitoring Form and Monitoring Schedule (Sponsoring Organizations Only)
  - d. Outside Employment Policy (Only, if update is needed)
  - e. Permanent Agreement Addendum
  - f. Procurement Standards
  - g. Procurement Plan
  - h. Procurement Standard Code of Conduct
  - i. For-Profit Adult Day Care – Submit copies of Title XX or XIX Participation
  - j. For-Profit Child Care - Submit copies of Title XX or Free/Reduced Eligibility Record
  - k. Annual Food Service Contract or Contract Addendum (Vended Meal Service Only)
  
- 2) I certify that if an Annual Budget and other annually required application renewal records are not submitted by the Institution to the State Agency by October 31, 2020, per 2 CFR 200.318 “Remedies for noncompliance,” the State Agency may temporarily withhold cash payments (reimbursement) pending the institution submission of approved corrective action(s) for this deficiency.
  
- 3) Institution will email all completed records to [NJDACACFPAPPLICATION@ag.nj.gov](mailto:NJDACACFPAPPLICATION@ag.nj.gov)
  
- 4) State Agency will review records submitted for compliance and request corrective actions (if needed), and grant approval.

**Requirement:** Through submitting the Annual Certification form, your institution certified that any application information has changed since the FY2020 application will be updated, and current annually required program application records will be submitted to the State Agency or are being submitted separately from the Annual Certification form to the State Agency by October 31, 2020.

Per 7 CFR 226.7(g) An institution must submit an Annual Budget and all other annual, required program records to the State agency for review and approval.

An updated FY2021 Annual Budget and other annually required application renewal CACFP program records have been submitted or will be submitted to the State Agency under a separate email(s), no later than October 31, 2020.

**Your institution certified that if an Annual Budget and other annually required application renewal records are not submitted by the Institution to the State Agency by October 31, 2020, per 2 CFR 200.318 “Remedies for noncompliance,” the State Agency may temporarily withhold cash payments (reimbursement) pending the institution submission of approved corrective action(s) for this deficiency.**

NJDA CACFP Annual Certification Renewal Process forms, will be available shortly at the [FY2021 ANNUAL CERTIFICATION – For Approved\Returning CACFP Institutions](#) link on the NJDA CACFP State Agency website link below. CACFP guides and program resources are also available at the New Jersey Department of Agriculture Child and Adult Care Food Program’s State agency website link below:

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

## ***How will you know you have received Final CACFP Application Approval?***

### **FY2021 APPROVAL APPLICATION APPROVAL LETTER**

When your application is granted final approval, you will receive an email with your FY2021 CACFP Application Approval notification letter, Uniform Guidance Memo, and CACFP Appeal Procedures for fiscal year 2021. These program documents must be reviewed by your institution’s responsible principals and maintained in your program files.

Please continue to operate your sponsorship in accordance with CACFP Federal Regulations, 7 CFR 226.6, which states institutions must demonstrate that their agency meets the requirements of financial viability, administrative capability, and organizational accountability. Failure to operate the Program in conformance with these required performance standards as set forth in 7CFR 226.6(b)(1)(xviii) and (b)(2)(vii) will constitute a serious deficiency to your sponsorship in Program Management.

CACFP forms, guides and resources are available at the New Jersey Department of Agriculture Child and Adult Care Food Program’s State agency website link below:

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

### **REMINDER - CACFP CARES CLAIMS**

As a reminder, in order to be eligible to claim reimbursement in the CACFP CARES online system, all Institution’s must have a “Active” and verifiable SAM Registration Date entered in the CARES Application Institution Business Page and all Approved Facilities must have a “Current” License uploaded and approved in the CARES system for claiming reimbursement for each facility.

In addition, CACFP Reimbursement may only be claimed for eligible meals served to “enrolled” CACFP participants at centers and homes, and to participants served meals through an approved At-Risk Afterschool meals program, during the claim month. Your Institution is eligible for CACFP Reimbursement only when meals are actually served, program requirements met, and records to support your meal service operation are maintained, as required by CACFP Federal Regulations listed in 7 CFR 226. CACFP funding cannot be claimed for an institution that is closed and not approved to serve non-congregate meals. To be approved to serve non-congregate meals please submit a waiver request to the State Agency for approval (when USDA Nationwide Waivers are available).

**PLEASE BE REMINDED** it is important to submit reimbursement claims timely. Federal regulations state, “only reimbursement claims certified to state agencies within 60 days following the end of the claiming month, shall be eligible for reimbursement. If your claim is received after the 60-day federal deadline, it is considered late.” USDA allows late payments of one month’s reimbursement claim, only once every 36 months.