[DATE]

Ms. Stephanie Mullin

State Coordinator

New Jersey Department of Agriculture

Division of Food & Nutrition

Child and Adult Care Food Program

P.O. Box 334

Trenton, NJ 08625-0334

RE: FY2026 Audit Exemption Request

Dear Ms. Mullin,

In response to the FY2026 audit requirements listed in our FY2026 Child and Adult Care Food Program Application budget, this letter is submitted to document our compliance with these federal requirements. [INSTITUTION] requests to be exempt from these federal requirements since we receive less than $1,000,000.00 annually in total State and/or Federal funds from all funding sources, not limited to CACFP.

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

Sincerely,

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Signature of CACFP Institution Representative

[REPRESENTATIVE NAME]

[REPRESENTATIVE TITLE]

[NAME OF INSTITUTION]

[AGREEMENT NUMBER]

[EMAIL ADDRESS]

CACFP FY26 Aduit Exemption Request Letter 7.22.2025NC