Tips and Tools for SFAs Administering the CACFP

mdek12.org

CACFP/SFSP Division

601-576-5000

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DEPARTMENT OF
EDUCATION

June 2024

Purpose of the Child and Adult Care Food Program (CACFP)

- (CACFP) is a federal program that provides **supplemental** reimbursements for nutritious meals and snacks to eligible children and adults who are enrolled for care at participating childcare centers, day care homes, and adult day care centers, children and youth participating in afterschool care programs, children residing in emergency shelters.

- The Program contributes to the wellness, healthy growth, and development of young children and adults in the United States.
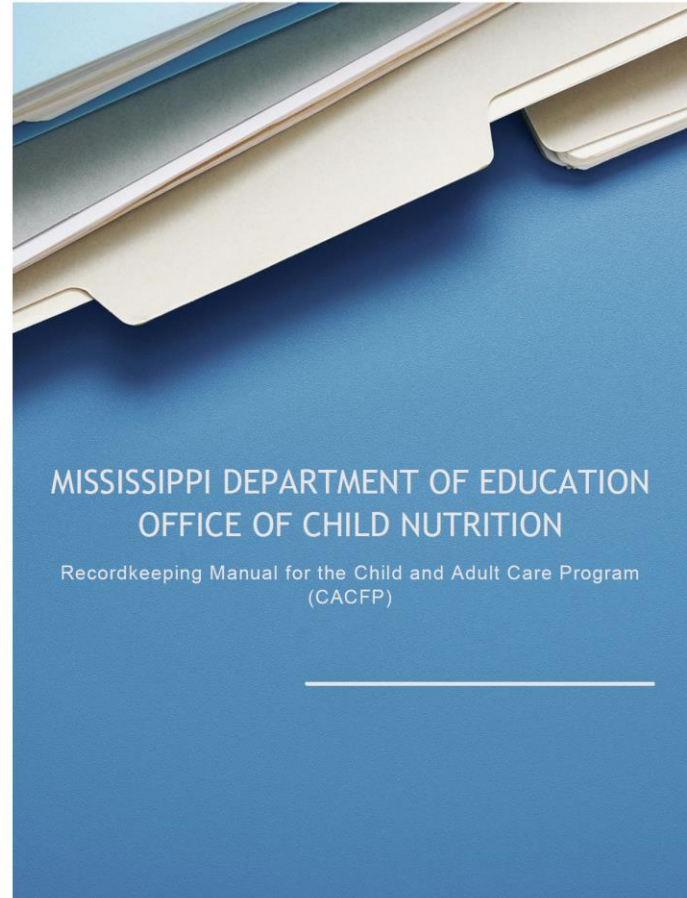
Recordkeeping Requirements
Child and Adult Care Food Program

PY 2024-2025 CACFP Annual Training
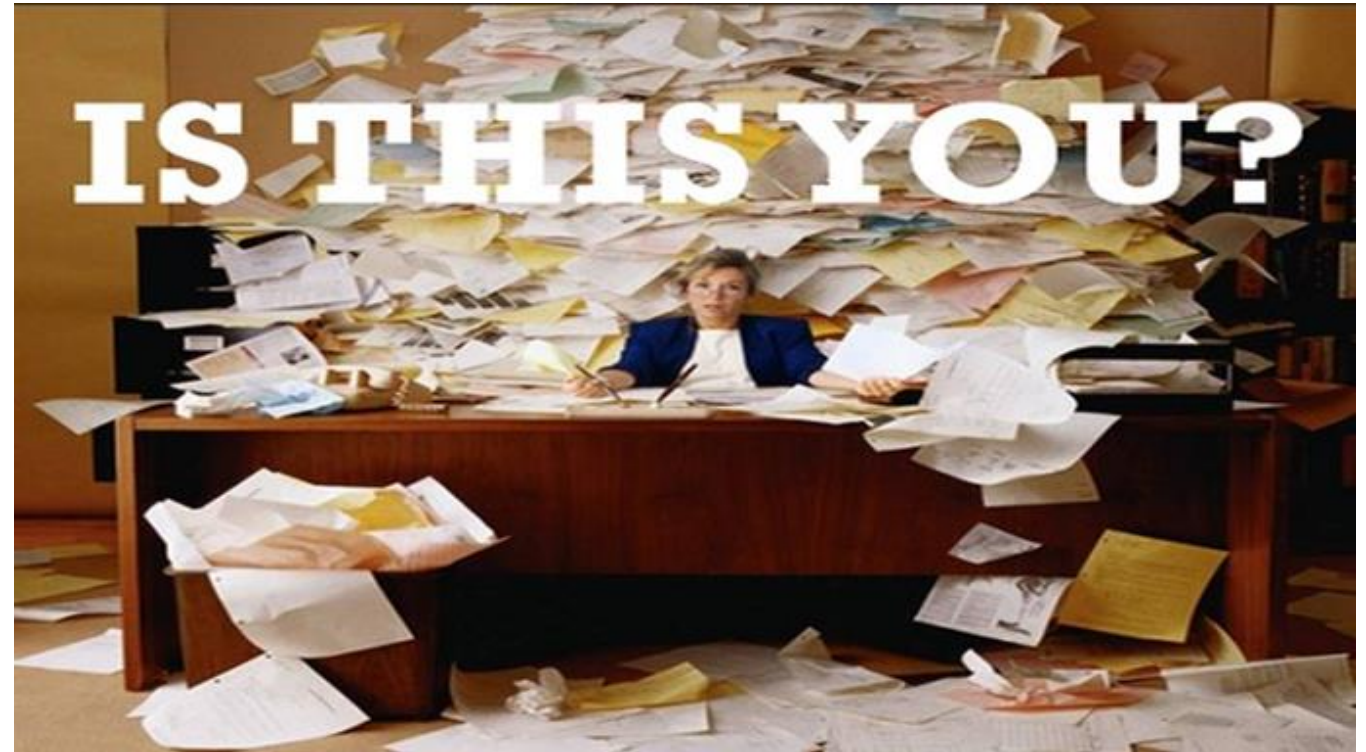
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Recordkeeping Requirements

- Number of Program Meals

- Participant Eligibility

- Allowability of all CACFP Costs

- Confirmation of Good Standing with all Program requirements

Impact of Poor Record Keeping

- Findings such as serious deficiencies (SD)

- Denial of claims

- Required to repay prior reimbursements

- *REMEMBER!*…if you do not have accurate records to show that meals were served and funds were spent on allowable costs, an overclaim may assessed and costs may be designated as unallowable

Retention and Retrieval

- Two important aspects of effectively managing records:
  - ➤ **Retaining** records
  - ➤ **Retrieving** them when requested
- Program operators are responsible and accountable to the State agency for records maintenance.

Key Elements of Record Retention and Retrieval

- Records must be readily available for retrieval and access upon request.

- If records are maintained onsite, online, or in the cloud, then your staff should be able to access them within one hour.

- If they are maintained in paper form and stored offsite, you should be able to retrieve them within forty-eight hours.

Administrative Responsibilities
Child and Adult Care Food Program

PY 2024-2025 CACFP Annual Training

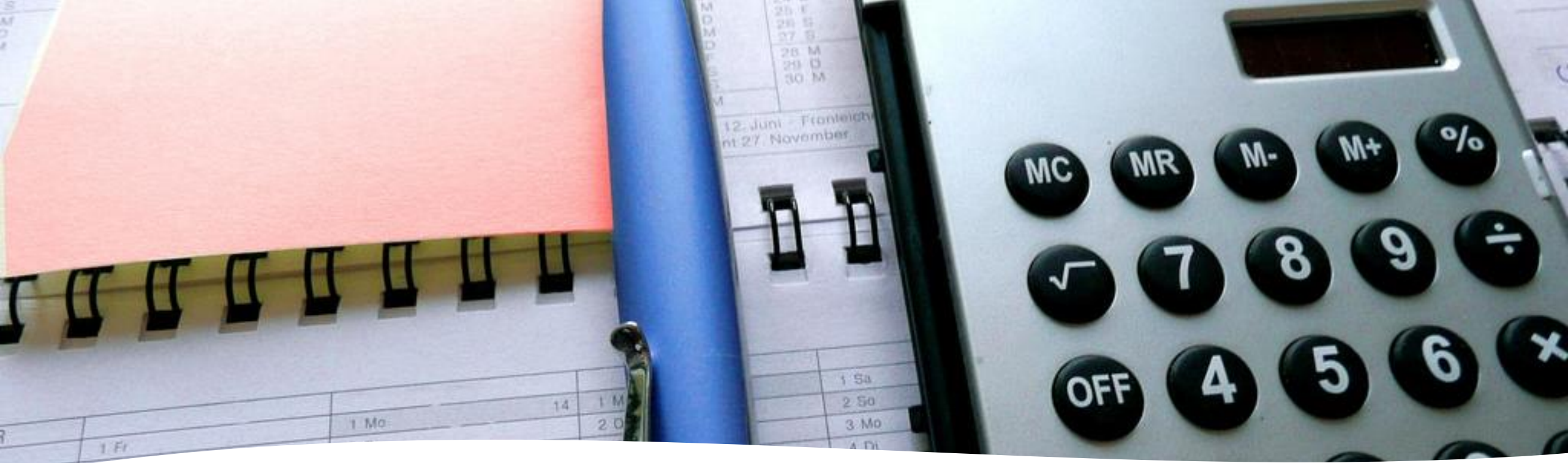MISSISSIPPI DEPARTMENT OF EDUCATION

Budget and CACFP

A financial plan for operating a business or business unit. It includes planned expenditures and anticipated resources for the upcoming year.

It is an EDUCATED Guess!

The CACFP Budget is _not_ intended to be the business' entire budget.

Purpose of a CACFP Budget

➢ Financial Plan

➢ State Agency Approval

➢ Tool for Decision Making

➢ Serves as a Means of Monitoring Performance

Allocation Plan for Shared Cost

- Any shared costs, including salaries, insurance, or utilities **_must_** have an allocation plan that receives **pre-approval** by the State Agency.

- An allocation plan is the **procedure** used to determine the amount or percentage of cost charged to a particular function or Program.

- **Issued in July 2023**

- **Maximum amount CACFP funds can be used to pay salaries**

- **Upheld by the MS Attorney General's office (three appeals)**

Occupational Codes and Salary Ranges for the Child and Adult Care Food Program (CACFP)

Occupation Code	Occupation Title	Common CACFP Job Title	Mean Hourly Wage	Annual Mean Wage
11-1021	General and Operations Managers	Executive Director Program Director Program Administrator Operations Manager	$42.51	$88,410
13-1041	Compliance Officers	Monitor Training Director/Coordinator Compliance Director/Officer	$28.71	$59,710
13-2088	Financial Specialists	Chief Financial Officer Budget Officer Business Manager Finance Manager	$31.60	$65,730
27-3031	Public Relations Specialists	Public Relations Coordinator Director of Communications Media Specialist	$24.55	$51,060
29-1031	Dietitians and Nutritionists	Nutritionist Dietitian Nutrition Coordinator	$24.59	$51,150
43-1011	First-Line Supervisors of Office and Administrative Support Workers	Office Manager Administrative Assistant Administrative Manager	$25.06	$52,120

Occupational Codes and Salary Ranges for the Child and Adult Care Food Program (CACFP)

Occupation Code	Occupation Title	Common CACFP Job Title	Mean Hourly Wage	Annual Mean Wage
35-1012	First-Line Supervisors of Food Preparation and Serving Workers	Site Supervisor Kitchen Manager/Supervisor Cafeteria Manager	$15.57	$32,380
35-2012	Cooks, Institution and Cafeteria	Cook/Head Cook Assistant Cook Lead Cook	$11.87	$24,690
35-2021	Food Preparation Workers	Food Service Staff Site Worker Server Packer Kitchen Assistant/Tech Kitchen Aide/Helper Food Inventory Clerk	$11.54	$24,010
37-2011	Janitors and Cleaners, Except Maids and Housekeeping Cleaners	Janitor Custodian Sanitation Technician	$12.35	$25,700
43-3031	Bookkeeping, Accounting, and Auditing Clerks	Bookkeeper Accountant Fiscal Clerk Accounting Clerk	$19.38	$40,310
53-3031	Driver	Driver Transporter	$14.87	$30,920

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MARS Budget

	Org Complete This Column	FOR STATE USE ONLY Approved
A. Anticipated Annual CACFP Revenue		
1. Number of sites		
2. Projected Total Annual Revenue	$	$0.00
B. Projected Operating CACFP Expenditures		
1. Salary and Wages	$	$0.00
2. Benefits	$	$0.00
3. Food Purchases	$	$0.00
4. Meal Contracts (meal cost)	$	$0.00
5. Mileage (meal transporting cost)	$	$0.00
6. Non-Food Supplies	$	$0.00
7. Printing/Postage/Communications	$	$0.00
8. Purchased Services	$	$0.00
9. Food Service Space	$	$0.00
10. Reimbursement to Unaffiliated Centers (Sponsors Only)	$	$0.00
11. Equipment Purchase over $500	$	$0.00
12. Other	$	$0.00
Total Operating Costs	$0.00	$0.00
C. Net Operating Amount		
1. Difference (A-B)	$0.00	$0.00

Adult Day Care and Child Care Centers/Head Starts/At-Risk

- A1: Input the Number of Sites Operating the Program

- A2: Not to Exceed the amount on the Budget Worksheet Projection

Budgeting Tip: Use the prior year's actual reimbursement to project reimbursement for the upcoming year!

A2

- Add the total reimbursement received for October 2023-June 2024 and divide this amount by 9.
- Multiply this number by 12.
- The total will be the projected reimbursement for PY 2024-2025.
- Input this number into Lines A2 and E2 of the Budget.

Example:

Child Nutrition Daycare Center received **$67,898** in reimbursement for October 2023-June 2024.

$67,898 / 9 months = 7,544.22
$7,544.22 X 12 months = $90,530.67
The projected reimbursement is $90,530.67

Adult Day Care and Child Care Centers/Head Starts/At-Risk

- B1: Staffing Pattern (including FICA taxes if applicable)
- B2: Compensation Plan and Coverage Letter from Benefit Provider*
- B3: Budget Worksheet Calculation for Food
- B4: Agreement to Furnish Food
- B5: Mileage Calculations for Transporting Meals
- B6: Budget Worksheet Calculation for Non-Food Supplies
- B7: Calculations for Costs containing rates
- B8: Contracts for Purchased Services*
- B9: Lease Agreement and Food Permit for Space*
- B10: Amount of Reimbursement to Unaffiliated Centers, including payment determination methodology
- B11: SPWA Form **Leave Blank Until APPROVED*!**
- B12: Supporting Documentation to be determined based on the Requested Budget Item*

REMEMBER!

Cost Allocation and Proration Methodology for Shared Costs

*Procurement Standards must be adhered to for all costs!

Budget Version: Original

	Org Complete This Column	FOR STATE USE ONLY Approved

A. Anticipated Annual CACFP Revenue

1.	Number of sites		
2.	Projected Total Annual Revenue	$	$0.00

B. Projected Operating CACFP Expenditures

1.	Salary and Wages	$	$0.00
2.	Benefits	$	$0.00
3.	Food Purchases	$	$0.00
4.	Meal Contracts (meal cost)	$	$0.00
5.	Mileage (meal transporting cost)	$	$0.00
6.	Non-Food Supplies	$	$0.00
7.	Printing/Postage/Communications	$	$0.00
8.	Purchased Services	$	$0.00
9.	Food Service Space	$	$0.00
10.	Reimbursement to Unaffiliated Centers (Sponsors Only)	$	$0.00
11.	Equipment Purchase over $500	$	$0.00
12.	Other	$	$0.00
	Total Operating Costs	$0.00	$0.00

C. Net Operating Amount

1.	Difference (A-B)	$0.00	$0.00

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Adult Day Care and Child Care Centers/Head Starts/At-Risk

- C1: Difference A-B

If the amount is negative, budget must be revised to reduce costs or list additional revenue in Lines E3 and E4.

C. Net Operating Amount

1. Difference (A-B) $0.00 $0.00

Adult Day Care and Child Care Centers/Head Starts/At-Risk

- D1: Staffing Pattern (including FICA taxes if applicable)
- D2: Compensation Plan and Coverage Letter from Benefit Provider*
- D3: Requested Amount based on estimation calculation
- D4: Requested Amount based on estimation calculation
- D5: SPWA Form Leave Blank Until APPROVED*!
- D6: Copy of the Lease for the Equipment*
- D7: Calculations for Costs containing rates
- D8: Copy of the Lease*
- D9: Copies of Utility Bills, Maintenance Agreements, and Janitorial Contracts*
- D10: Mileage Calculations for Travel
- D11: Requested Amount based on estimation calculation
- D12: Requested Amount based on estimation calculation
- D13: Meeting and Conference Participation Costs and Registration Information
- D14: Copies of Contracts or Professional Services Agreement*
- D15: Copies of Insurance and Bonding Costs from Benefit Provider*
- D16: Documentation outlining Fee and Rate Information
- D17: Supporting Documentation to be determined based on the Requested Budget Item*
- D18: Supporting Documentation to be determined based on the Requested Budget Item*

REMEMBER!

Cost Allocation and Proration Methodology for Shared Costs

*Procurement Standards must be adhered to for all costs!

D. Projected Administrative CACFP Expenditures

1.	Salary and Wages	$	$0.00
2.	Benefits	$	$0.00
3.	Supplies	$	$0.00
4.	Office Materials (Expendable) Supplies	$	$0.00
5.	Equipment Purchases	$	$0.00
6.	Equipment Rental/Lease	$	$0.00
7.	Printing	$	$0.00
8.	Office Space/Rental/Lease/Depreciation Use Allowance	$	$0.00
9.	Utilities/Facility Maintenance/Janitorial Services	$	$0.00
10.	Travel for Program Operations	$	$0.00
11.	Center Workshops/Participant Training/Staff Training	$	$0.00
12.	Nutrition Education Materials	$	$0.00
13.	Meetings/Conferences	$	$0.00
14.	Contracted/Professional Services	$	$0.00
15.	Insurance Premiums/Bonding	$	$0.00
16.	Memberships/Subscriptions/Professional Activities	$	$0.00
17.	Other Administrative Expenditures/Advertising	$	$0.00
18.	Other	$	$0.00
	Total Direct Administrative Costs	$0.00	$0.00
19.	Total Modified Direct Costs (TMDC)*	$	$0.00
	Total Direct Costs and TMDC	$0.00	$0.00

*TMDC- Total Direct Costs-Equipment Purchases-Other Costs Per Indirect Cost Agreement

E. Summary

1.	Total Expenditures (Operating and Administrative)	$0.00 $0.00
2.	Total Anticipated Annual CACFP Reimbursement	$⬚ $0.00
3.	Prior Year Carryover Non Profit Food Program Revenue	$⬚ $0.00
4.	Total Other Revenue	$⬚ $0.00

Explanation of Source of Other Revenue

5.	Total Revenue (E2 + E3 + E4)	$0.00 $0.00
6.	Net Balance (E5 Total Revenue – E1 Total Expenditures)	$0.00 $0.00
7.	☐ There are expenditures that require prior approval or specific written prior approval (SPWA).	

F. Allowed Administrative Costs

7 CFR 226.16 (b) (1) For sponsoring organizations of centers, the portion of the administrative costs to be charged to the program may not exceed 15 percent of the meal reimbursements estimated or actually earned during the budget year, unless the state agency grants a waiver in accordance with 226.7(g).

|		
1.	Allowed Administrative Costs	$0.00 15.00 %
2.	Indirect Cost	$0.00 0.00 %
3.	☐ Waiver Requested?	

Certification

☐ I certify that the information on this form, and supporting documents, is true and correct and that I will immediately report to the Department of Education any changes that occur to the information submitted. I understand that this information is being given in connection with receipt of federal funds. The Department of Education may verify information; and the deliberate misrepresentation or withholding of information may result in prosecution under applicable state and federal statutes.

Document Attachments

Actions	Notes	Version	Uploaded By

Add an attachment

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Status: Pending Validation

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FACTS
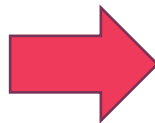
Common CACFP Budget Misconceptions

- The CACFP is a grant.

- Reimbursement is guaranteed.

- Budget = Reimbursement

- Once my Budget is approved, I do not have to adjust/revise it.

- CACFP reimbursement will cover all CACFP expenses

- Employees work for the CACFP, the amount and schedule of payroll is paid when CACFP reimbursement is received.

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Who must complete the ACQR Report?

Required for all **For-profit**, **Non-profit**, and **Public** organizations participating in the Child and Adult Care Food Program.

1st Quarter

Reporting period:
October 1 – December 31

- **Due Date:**
  February 15th

2nd Quarter

Reporting period:
January 1 – March 31

- **Due Date:**
  May 15th

3rd Quarter

Reporting period:
April 1 – June 30

- **Due Date:**
  August 15th

4th Quarter

Reporting period:
July 1 – September 30

- **Due Date:**
  November 15th

Just a friendly reminder...

Required Supporting Documentation

- Cost Worksheets for the Applicable Quarter
- Bank Statements for the Applicable Quarter
- General Ledgers for the Applicable Quarter

Why Train?

Training is an **important** duty in the CACFP to help ensure staff are informed and aware of how to carry out their CACFP activities.

Training

All organizations are **required** to train their staff that have CACFP duties.

New Hire Training

Organizations must train each staff member **before** they perform any CACFP duty and then each program year.

Follow Our Lead!

Tips:

- Organizations can develop their trainings as needed for their staff.

- Use other training resources! Trainings are available through Food and Nutrition Service (FNS) or the Institute of Child Nutrition (ICN).

Required Training Topics

CACFP Requirements	Civil Rights
Recordkeeping	Meal Patterns
Meal Counts	Menu Books
Procurement	Food Allergies

Claims and Reimbursement

TRAINING **MUST** BE PROPERLY DOCUMENTED *IN WRITING.*

THESE DOCUMENTS **MUST** BE RETAINED WITH THE ORGANIZATION'S CACFP FILES.

TRAINING SIGN IN SHEET

ORGANIZATION NAME: Child Nutrition Daycare

DATE: October 10, 2020

SUBJECT: CACFP Requirements & Civil Rights Training

Print Name	Signature	Position
Faith Kindly	*Faith Kindly*	Director/Owner
Hope Love	*Hope Love*	Cook
Charity Compassion	*Charity Compassion*	Infant Teacher
Generosity Leader	*Generosity Leader*	Bus Driver
Brave Loyalty	*Brave Loyalty*	Toddler Assistant
Creative Cooperation	*Creative Cooperation*	Director Designee
Zest Optimism	**Zest Optimism**	Custodian
Honest Curiosity	*Honest Curiosity*	Preschool Teacher
Intelligent Perseverance	**INTELLIGENT PERSEVERANCE**	Toddler Teacher
Unselfish Integrity	*Unselfish Integrity*	Afterschool Activist

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Key Staff

Who are your "Key Staff"?

- Director
- Assistant Director
- Owners
- Board Members
- Cook
- Caregivers/Teachers
- Volunteers
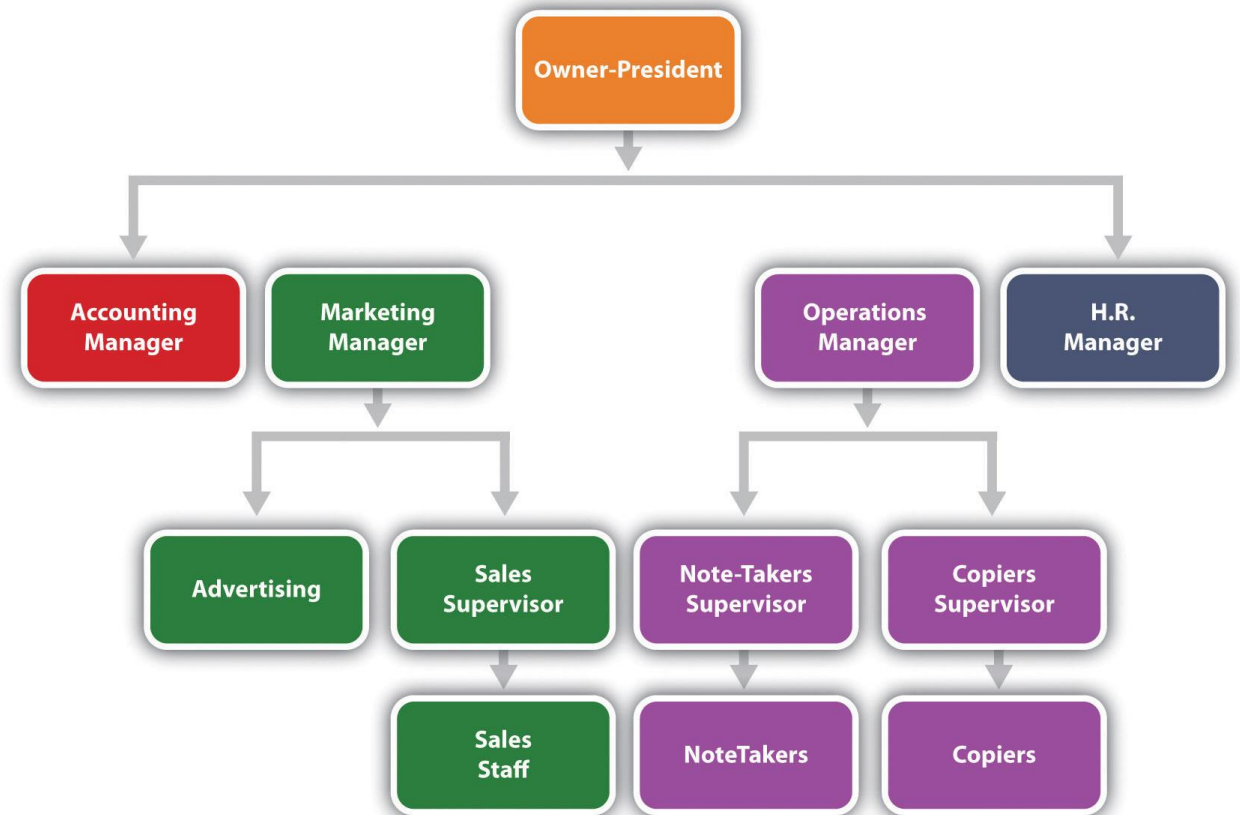
Annual Training Plan

Each Program Year, organizations must submit a detailed Training Plan to the State Agency.

The plan includes:
- Training Dates
- Training Topics

Failure to Train

Organizations that fail to attend the State Agency's mandatory training or provide the required trainings may be placed in the **Serious Deficiency** process.

Monitoring Responsibilities of Sponsoring Organizations

Each sponsoring organization must provide adequate assistance to supervisory and operational personnel for the effective management and monitoring of the CACFP at all facilities it sponsors.

Pre-approval Visits:
Verify program and food service readiness.

Training:
Mandatory CACFP responsibilities and annual updates.

Operational Reviews:
Compliance with meal patterns and program requirements.

Site Monitoring Reviews and Frequency

• **Review Requirements**: Regular compliance assessments using the State Agency's approved tool.

• **Frequency**: Minimum of three reviews per year for each site.

- New sites must be reviewed within the first four weeks of Program operations.

- At least two of the three reviews must be unannounced.

- No more than six months may elapse between reviews.

Documentation, Follow-ups, and Safety

- **Monitoring Documentation**: Detailed visit records.

- **Follow-up Reviews**: Correction of non-compliance issues.

- **Imminent Threats**: Immediate action on health/safety threats.

What is a Compliance Review?

- Every **two** years (more frequently as needed)

- **Verify** compliance with regulations

- Identify findings of **non-compliance**

- **Provide** technical assistance

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Finding

Non-compliance must be corrected!

- Enrollment Forms
- Meal Applications
- Menu Book
- Monthly Claim Data
- Application and Agreement
- Meal Service Observation
- Training Documentation

- Master Roster
- Meal Counts
- Invoices and Receipts
- Procurement Documentation
- Civil Rights Data and Sources
- Licensing Information
- Sign-In/Sign-Out Sheets

TIME TO EVALUATE

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The Most Common Mistakes involve *Recordkeeping!*

- Meal Count Discrepancies

- Incorrect Eligibility Determinations

- Missing Financial Records

- Inadequate Enrollment Documentation

- Incomplete Attendance Records

Examples of Serious Concerns:
## *Any of these areas of noncompliance will result in the disallowance of meals or the repayment of Program funds!*

- Claiming meals for participants who are not present

- Claiming meals for participants who are not enrolled

- Missing receipts and invoices

- Missing menus and production records

- Serving meals that do not meet meal pattern requirements

- Serving insufficient amounts of meal components

- Claiming more meals than participants in attendance

- Unapproved and unallowable expenditures

- Point of service meal counts not done or documented

What is the definition of Corrective Action?

According to *2 CFR 200.26*, a corrective action is the **action** the organization will take within a specific time frame to address the finding of noncompliance and to prevent it from recurring.
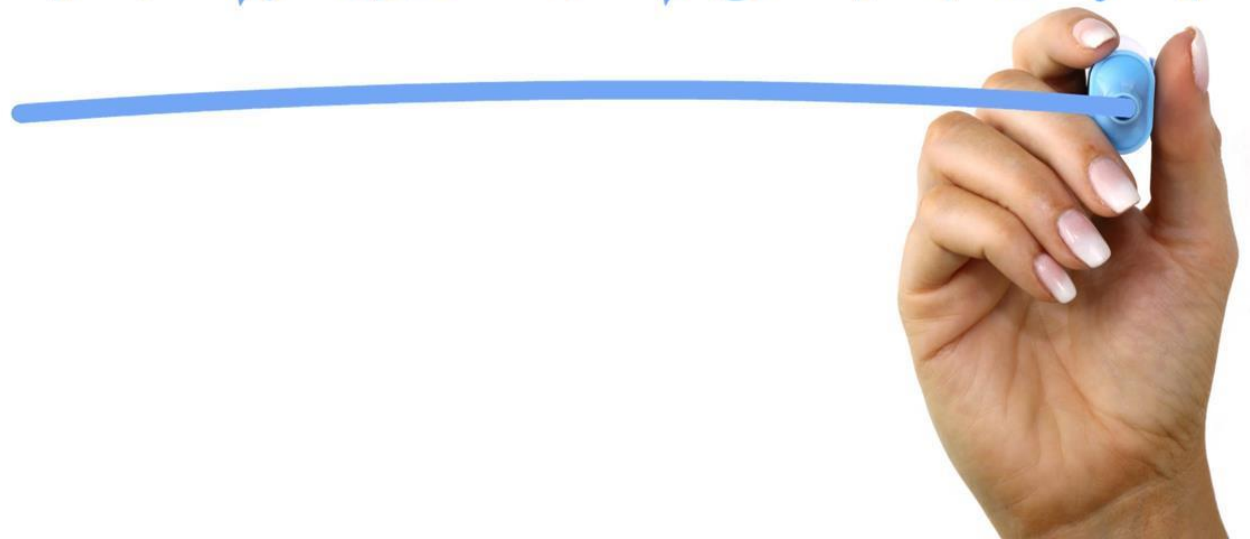
Why is Corrective Action Required?

Corrective action is **required** to address Program findings and to *maintain* Program compliance.

Participating organizations:

- are required to provide corrective action as a result of findings cited by the State Agency during a compliance review or as a result of your sponsorship being declared seriously deficient (SD).

- are required to provide corrective action as a result of findings from your independent program audit.

- are required to obtain corrective action from your sponsored day care home providers or centers for findings cited during a monitoring visit or as part of the SD process for your sponsored facilities.
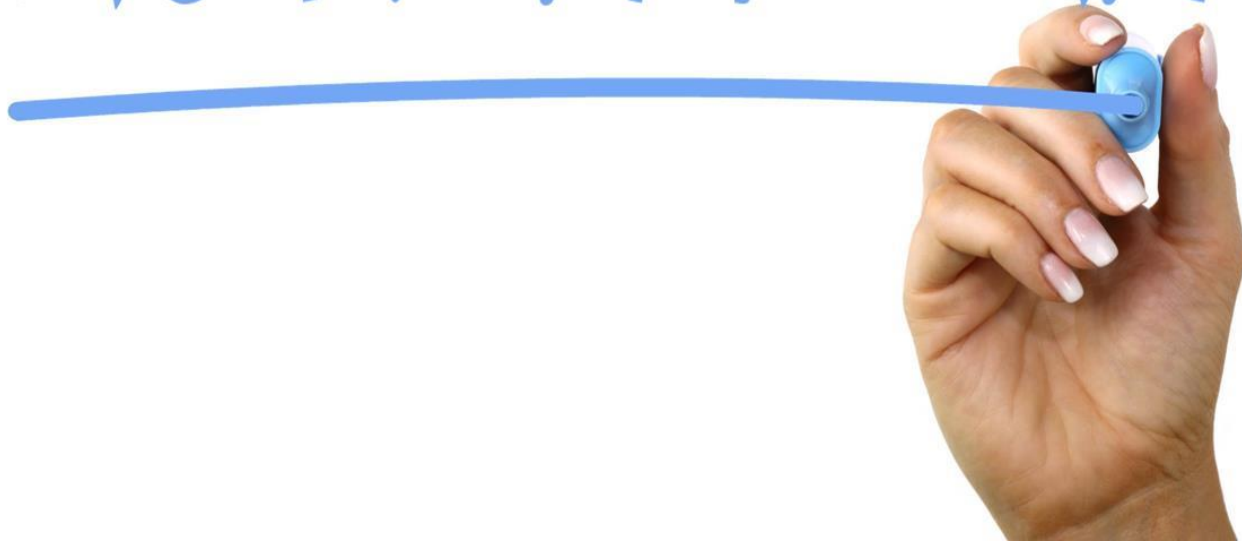
Corrective Action

- is new or improved processes or procedures;

- is implemented within a specific time frame;

- is expected to resolve the condition that resulted in noncompliance;

- is expected to prevent recurrence; and

- identifies who is responsible for implementing and maintaining new processes or procedures.

Corrective Action Plan

According to *2 CFR 200.511(c),* a Corrective Action Plan is a **written** response that details the specific action the organization will take within a specific time frame to permanently correct the noncompliance.

Purpose of Corrective Action Plans

➢ To document the actions that a facility will take to fully correct the problems

➢ To demonstrate a full understanding of the program regulations and policies

➢ Accountability

➢ Staff Turnover

CORRECTIVE ACTION PLAN

1.
2.
3.

Corrective Action Plans must be:

SPECIFIC	Detailed, step by step actions.
MEASURABLE	Does the plan solve the problem?
ATTAINABLE	Do staff have the needed skillset and training?
REALISTIC	Do you have enough resources to make this happen?
TIMELY	When will it happen? How often?

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The *5 Why's* Method

| Why 1?	→	Why 2?	→	Why 3?	→	Why 4?	→	Why 5?

Components of a Corrective Action Plan

What procedures will be implemented to permanently correct the noncompliance?

Who will be responsible for the task?

How the staff and facilities will be informed of the new policies and procedures?

When the procedures to permanently correct the noncompliance will be implemented, including a timeline for implementing the procedure?

Where will the Corrective Action Plan be retained?

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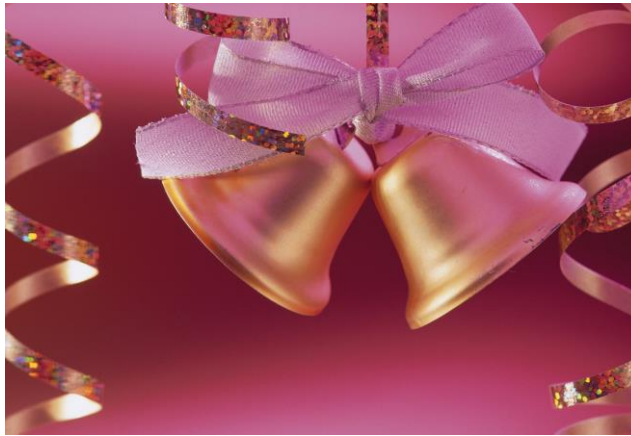
The Five BELLS of Drafting a CAP

Identify the Finding

- Review the report or notes from the State Agency.

- What was identified as non-compliant?

Meals served did not meet the CACFP meal pattern requirements.

Detail the Correction

- What change in procedures will occur?

- Are these new processes or procedures?

- Anyone should be able to read this component and know exactly how to complete the steps.

"We will make sure the menu meets the CACFP meal pattern requirements."

Recordkeeping Requirements

Records must be readily available to demonstrate resolution of the non-compliance.

Production records are reviewed daily by a dedicated staff member to ensure meal pattern requirements are met.

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➢Identify when the procedures and steps to correct the finding will begin.

➢This must be a specific date.

➢The date may vary for each finding, some may require immediate attention.

"Immediately"   **"Moving Forward"**   **"From Now On"**

"Long As I Live"   **"Until The End of Time"**

Training

- Training may be required as part of the CAP.

- Indicate how staff have been training on new procedures and steps to ensure full compliance.

- The explanation must include the following:

  - Dates of Training

  - List of Attendees

  - Topics Covered

  - Resources Used

Assessment of Corrective Action

1.	Does the CAP provide a detailed explanation of what actions, and series of steps (procedures) the organization will take to correct the program violation?
2.	Is the CAP specific, actionable, and measurable?
3.	Does the CAP have language that addresses the cause of the issue?
4.	Does the CAP describe how the organization will implement the actions and steps for correcting the program violation(s)?
5.	Does the CAP provide a detailed process to correct the program violation(s) and explain how the process will be followed consistently to prevent future operational weaknesses?
6.	Does the CAP identify a single person/position who is responsible for making sure corrective action is taken? Does the CAP identify the person who is responsible for ensuring the CAP is effective?

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7.	Did the CAP identify when the procedures for addressing the program violation (s) will begin and how often the procedure will be done (timeframes)?
8.	Does it provide details of where the CAP will be retained and for how long? Is it in a safe and secure place?
9.	Does the CAP describe how staff and facilities will be informed of the new procedures outlined in the CAP?
10.	If training is a component of institution's CAP, is there sufficient detail present to indicate: (a) when and how often the training will be offered; (b) who will conduct the training; (c) who will participate in the training, and (d) what topics will be covered during the training session?
11.	Did the institution's authorized representative sign and date the CAP and submit all supporting documentation requested by the State Agency's reviewer?

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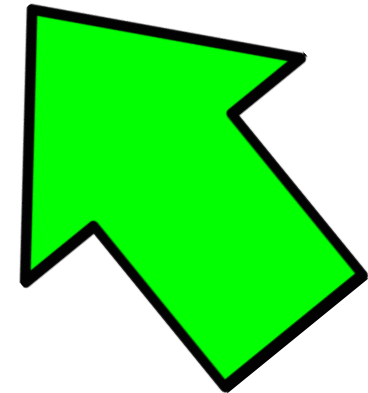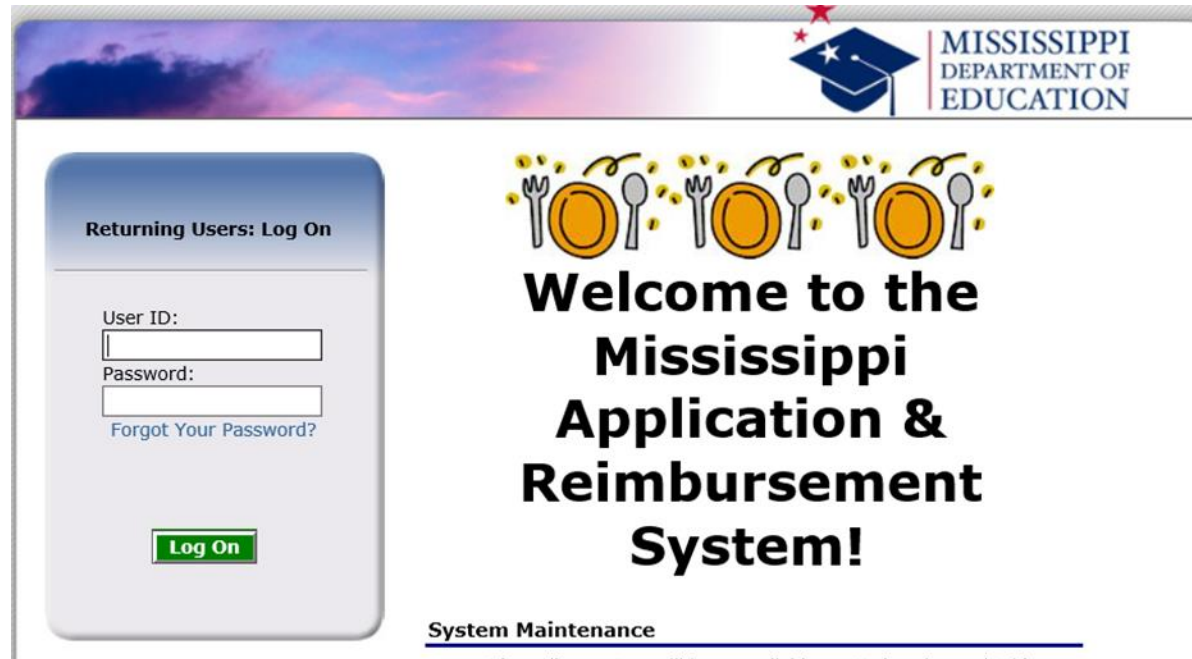# Application Renewal
Child and Adult Care Food Program

PY 2024-2025 CACFP Annual Training

Application Renewal

The renewal process requires institutions and organizations with valid agreements to **annually** confirm licensing and annually submit to the State agency any additional information to **confirm compliance** with CACFP regulations.
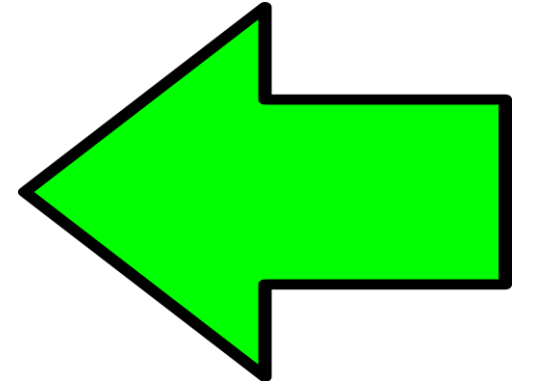
The 2024-2025 Child and Adult Care Food Program (CACFP) Renewal Process can be completed in the Mississippi Application Reimbursement System (MARS) beginning **July 1, 2024**.
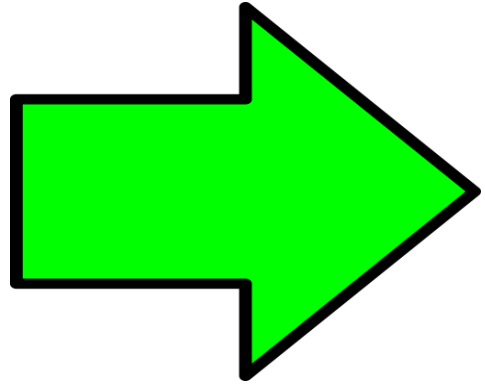
September 1, 2024

Don't Miss the DEADLINE!

Renewal and Program Participation

- **A complete and correct application must be received by the application due date in order to ensure participation.**

- Program operators with incomplete and/or incorrect submission will be denied.

- In order to be eligible to participate in PY 2024-2025, all Renewal documentation must be submitted no later than **September 1, 2024**.

Renewal Documentation

- Current Childcare Facility **License** for each site

- Current **Food Service Certificate** for each site

- **All** bank statements for the CACFP food service account:
  - ➢ **April 2024 through June 2024**

- Organizations with multiple funding sources must submit a ledger outlining CACFP reimbursements and expenditures **in addition to** the bank statements

- Privilege Tax License (if applicable)

- Fire Marshal's Report (*At Risk and Adult Daycare Organizations*)

- Documentation supporting all **Budgeted Items**

Renewal Documentation

- Proration Methods/Procedures for Shared Costs

- Organization Staffing Pattern

- Monitoring Schedule for Sponsoring Organizations

- Sponsor/Site Agreements (*Sponsors of Unaffiliated Sites*)

- Training Plan with tentative dates and topics to be covered for Program Year 2024-2025

Renewal Documentation

- Board Minutes for Non-profit Organizations accepting *"Final Financial and Administrative Responsibility for CACFP for program year 2024-2025"*

- Review and Update Management Plan in MARS

- Review and Update each Site Application in MARS

- Review and complete the Annual Audits section in MARS (for institutions expending $750,000 in total federal funds from all sources *not just Child Nutrition funds!*)

Other Renewal Documentation (if Needed)

The following documents must be submitted to the State Agency if changes to key personnel have occurred:

- Mississippi Application Reimbursement System (MARS) Username and Password Form

- Request to Amend Signature

**Review Application Packet Notes
from Last Year!**

Common Reasons for Return during Renewal

- **Unallowable** or **unapproved** expenses on the Financial Statements

- Failure to submit a **Current** License/Inspection or Food Permit

- **Out of Date** and **Incomplete** Board Minutes

- Items in the **Budget** without supporting documentation

- **Incomplete** ACQR Reports from Prior Quarters

# Unallowable or Unapproved expenses on the Financial Statements

Issue:

The State Agency identifies payments to an unapproved vendor on the Food Service Account bank statement.

Resolution:

1. The ***total amount*** of funds paid to the unapproved vendors must be re-deposited into the Food Service Account.

2. Submit a detailed Corrective Action Plan.

3. Upload a copy of a validated deposit slip into MARS.
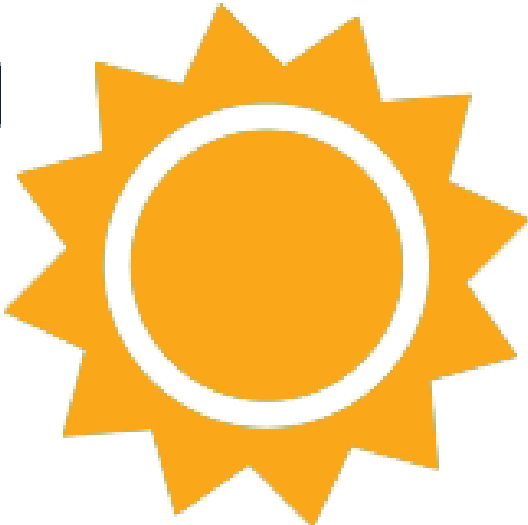
Failure to submit a Current License/Inspection or Food Permit

Issue:

The renewing institution or organization submits an expired facility license/inspection or food permit.

Resolution:

The renewing institution or organization must upload a current copy of their facility license or food permit into MARS.
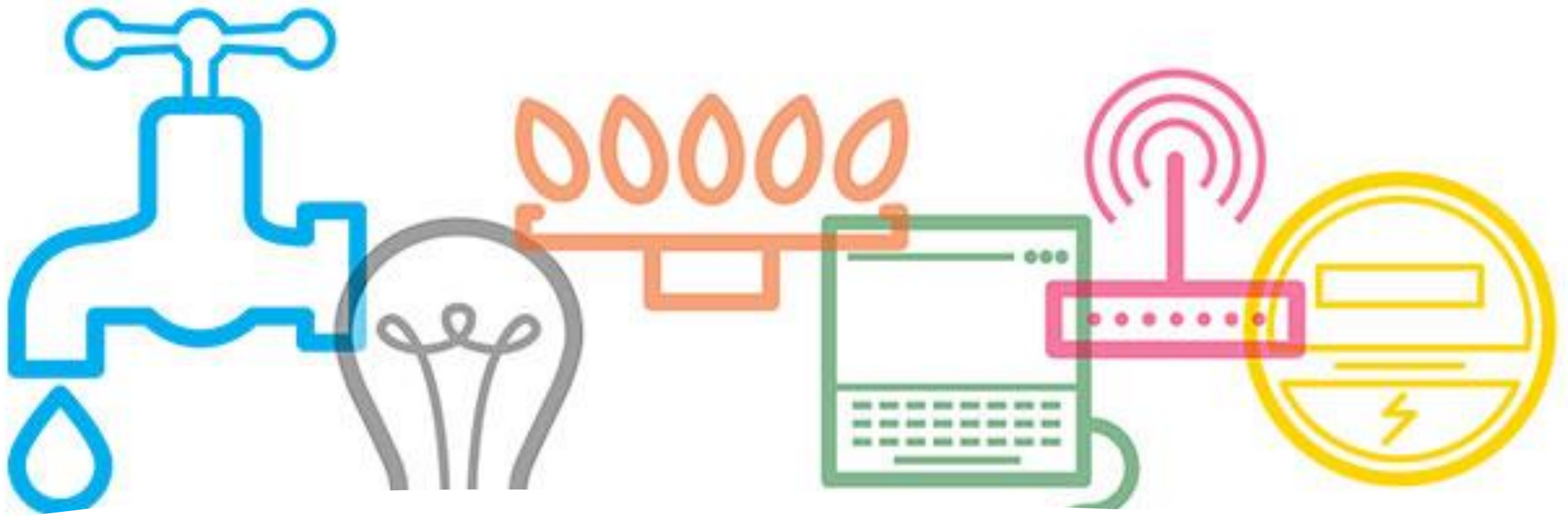
Out of Date and Incomplete Board Minutes

Issue:

The renewing institution or organization submits Board Minutes with the statement "We will participate in CACFP."

Resolution:

The renewing institution or organization must submit revised Board Minutes: A*ccepts Final Financial and Administrative Responsibility for the CACFP for program year 2024-2025."*

Items in the Budget without Supporting Documentation

Issue:

The renewing institution or organization submits a line-item request in the budget for utilities for the upcoming program year.

Resolution:

The renewing institution or organization must upload a copy of its proration methodology and a copy of the most recent utility bill into MARS.

- The Budget Checklist is a list of required supporting documentation and information.

- Use this Checklist to ensure that you are submitting the proper information for the State Agency to approve the request.

Actual Cost Quarterly Reports Incomplete for Prior Quarters

Issue:

The renewing institution has not completed the ACQR reports for First and/or Second Quarter. Third Quarter report could be due if the application is submitted after August 15th.

Resolution:

The renewing institution or organization must all required documentation (Cost Worksheets and Financial Statements) and all required corrective action for all prior quarters based on the timing of submission of the renewal application.

September 1, 2024

ON

BEFORE

Don't Miss the

DEADLINE!

Questions?

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