

Application Renewal

Child and Adult Care Food Program

PY 2025-2026 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.



State agencies determine what information is annually required for proper oversight of the CACFP.

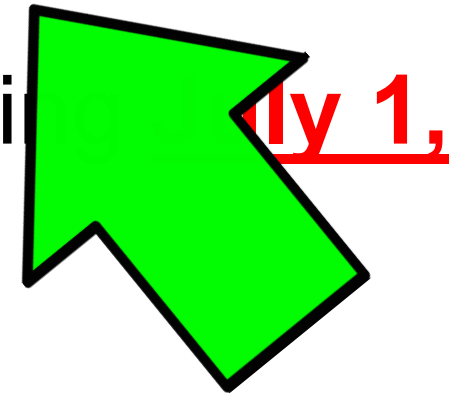


The 2025-2026 Child and Adult Care Food Program (CACFP) Renewal Process can be completed in the Mississinni Application Reimbursement System.

2025.

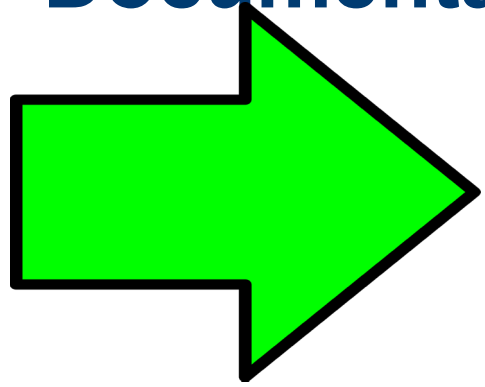


The screenshot shows the login interface for the Mississinni Application & Reimbursement System. At the top, there is a header with the Mississippi Department of Education logo and name. Below the header, the main content area is divided into two sections. On the left, there is a 'Returning Users: Log On' box containing fields for 'User ID:' and 'Password:', a 'Forgot Your Password?' link, and a green 'Log On' button. On the right, there is a large graphic with the text 'Welcome to the Mississippi Application & Reimbursement System!' and a 'System Maintenance' link at the bottom.

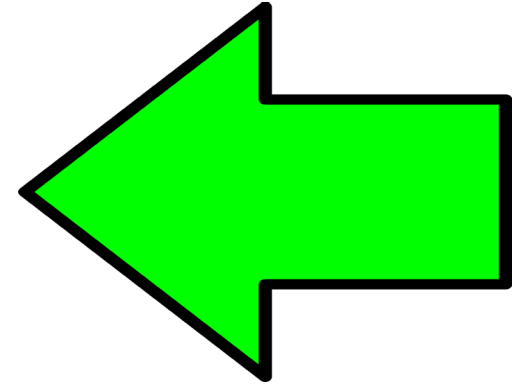


Deadline for Submission of Required Documentation

5



September 1, 2025



Don't Miss the

DEADLINE!

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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 2025-2026, all Renewal documentation must be submitted no later than **September 1, 2025**.



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 2025 through June 2025**
- 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 2025-2026
- At-Risk Afterschool Programs are required to submit a Detailed Schedule of Activities



Renewal Documentation

- Board Minutes for Non-profit Organizations accepting *“Final Financial and Administrative Responsibility for CACFP for program year 2025-2026”*
- 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 \$1,000,000 in total federal funds from all sources **not just Child Nutrition funds!**)



Renewal Documentation for FDCH Sponsors ONLY

- Copies of **Money Orders** and ***Request to Inspect*** forms for providers who are due for inspections for the months of July-September*
- Family Day Care Home Provider **Monitoring** Spreadsheet
- List of providers who qualify for **Tier I** based on SNAP participation
- **Administrative** Reimbursement Worksheet

Other Renewal Documentation (if Needed)

**OTHER
STUFF!**

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

September 1, 2025

ON

Don't Miss the

DEADLINE!

BEFORE





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This institution is an equal opportunity provider.