Issue Date: July 8, 2024

2024-2025 Child and Adult Care Food Program (CACFP) Renewal Application

Annual Application Requirements

All institutions participating in the Child and Adult Care Food Program (CACFP) must renew their participation in the Program annually, which begins October 1 of each year and ends on September 30. Federal and state regulations prohibit Child Nutrition Programs from paying claims for meals served prior to the approval of the renewal application. To receive reimbursement for meals served in October 2024, an institution's application must be approved prior to October 1. If the institution does not have an approved application prior to October 1, 2024, and meals are served, the institution may not receive reimbursement for those meals.

Child Nutrition Programs (CNPs) Harvest System

The 2024-2025 CACFP application will be completed in the Agency of Education's Child Nutrition Programs (CNPs) Online Application and Claiming System called [Harvest](#). Instructions on how to complete the application and the required information that must be included is outlined below.

The deadline for submitting the renewal application is **Friday, August 16, 2024**. Child Nutrition Programs will work as quickly as possible to review and approve all renewals once they have been submitted. There are several steps that must be completed to submit the application, so it is recommended that institutions begin working on it as soon as possible to ensure there is enough time to complete the application and submit the required documentation by the deadline. For assistance on the application, please contact the individuals listed below.

Budget and Financial Questions, please contact:

☐ Charlene Parker, CACFP and SFSP Financial Management Coordinator – Charlene.Parker@vermont.gov or (802) 828-626

Independent centers, please contact:

☐ Sarah Bangs, CACFP and SFSP Child Nutrition Coordinator – Sarah.Bangs@vermont.gov or (802) 828-2025

Sponsoring organizations, please contact:

☐ Rebecca Bogart, MS, RDN, CACFP Coordinator III – Rebecca.Bogart@vermont.gov or (802) 828-1610

Renewal Application Instructions:

Organization Profile

Institution must complete and submit the Organization Profile before the application will become available in Harvest. The Organization Profile includes three pages that must be completed.

☐ **Organization Profile Page 1** requests the institution's county location, SAM UEI number, and highest level of contact for the institution. Please ensure the Executive Director, Owner or Superintendent is the individual listed.

☐ **Organization Profile Page 2** requests information about the institution's use of a foodservice management company (FSMC) or vended meals agreement.

☐ **Organization Profile Page 3** requests information about Program participation, the type of sponsorship, and the type of institution (non-profit, for-profit, school).

Organization Application

Once the Organization Profile has been submitted, the application will become available. Institutions will have the option to roll over prior year information into the new Program year. If the information is rolled over, institutions must review all areas and update any outdated information. The application has eight tabs that must be reviewed and completed prior to submitting the application for approval. Please note that due to current system limitations, only one document may be uploaded underneath each upload request in the application. Please upload additional documents in the 'Additional Document/Attachments' tab of the main application.

☐ **Organization Info Tab** includes general information about the institution and requests physical and mailing addresses. The addresses entered must be current and valid.

☐ **Contact Info Tab** requests contact information for all responsible principles of the CACFP. This includes the individual responsible for CACFP management, the Executive Director or Owner, Claim Preparer/Business Manager and Authorized Individual to act on behalf of the organization.

☐ **General Questions Tab** asks questions related to the institution's participation in other Federal programs and business integrity practices.

☐ **Ethnicity and Race Data Tab** requests the institution's ethnicity and race data for the geographical location the institution is located. The institution should use the Census data link provided in the application to obtain this information.

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☐ **Independent/Sponsoring/Day Care Home Budget Tab** must include projected food program revenue and operating expenses. All anticipated costs associated with CACFP operations must be included in the budget and expenses that are paid directly with CACFP reimbursement must have prior line-item approval. Once a budget is approved, a budget amendment in the Harvest system will be required when adding items such as: a new line item, new position, new contracted service, indirect costs, or equipment.

- o Please note that time studies are no longer an allowed method of tracking staff labor costs for CACFP. AOE will be releasing templates for independent centers and sponsoring organizations to use for the purpose of tracking staff labor when staff do not spend 100% of their working hours on the CACFP. Institutions may use their own time tracking system as well but must ensure it includes all information found in the AOE templates.
- o Evidence of the additional sources of income listed in the budget as available to support CACFP deficits should be seen in financial documents that are submitted in the management plan and additional attachments tabs.
- o The AOE must provide specific prior written approval for all allocated (shared) costs. If allocated costs are included in the budget, supporting documentation will be required. This documentation should describe the cost allocation method used to calculate the CACFP portion of the allocated costs.
  - ▪ For example, if rent for kitchen space is included in the budget, the cost allocation plan will need to show the square footage of the kitchen multiplied by the cost per square foot of the entire building.

☐ **Management Plan Tab** requests financial documentation and includes questions on the institution's policies and procedures for administering and overseeing the CACFP. Institutions must have an accounting system in place to track CACFP income and expenses either with an electronic accounting software (such as QuickBooks) or by using the AOE General Ledger Template. Further financial management guidance and training will be provided in the upcoming months.

Beginning this Program year, we are requesting additional financial documentation that better supports the State agency requirements for assessing financial viability, program integrity, and nonprofit food service status. Please note that the language in the Harvest system does not yet match these new requirements. This guidance supersedes the expectations currently outlined in the Harvest system. It is required that all the financial documentation requested below must be submitted within the 'Management Plan' under 'Standard 1' and the 'Additional Attachments' Tabs. These changes are outlined below.

- o Renewing institutions must submit the following documentation to support it has other sources of income, other than CACFP reimbursements, available to withstand temporary interruptions in payments and/or fiscal claims:
  - YTD Profit & Loss (or Statement of Activities).
  - YTD Balance Sheet or List of bank accounts and corresponding amounts*.
    - *If list of bank accounts is provided in place of a balance sheet, bank statements for verification of amounts listed on report above will also need to be uploaded.
  - Grant award letters of unrestricted funds, if applicable.
  - Historical fundraising data, if applicable.

- o Renewing Institution must submit the following documentation to support submit their Statement of Financial Position (or balance sheet) for the latest available fiscal year end:
  - Balance sheet as of prior fiscal year end.
  - Profit & Loss (or Statement of Activities) for prior year end.

☐ **Site/Provider Application(s) Tab** requests information about site/provider operations and meal services. The site application(s) must be submitted prior to submitting the entire application.

☐ **Additional Attachments/Documents Tab** is an optional tab to complete. Please provide any additional supporting documentation such as financials or policies and procedures.

☐ **Acknowledgement and Certification Tab** requires the institution to acknowledge that the information submitted is true and correct and that the institution nor its sponsored sites have not been excluded from participation in any Federal programs.

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