



DEPARTMENT OF EDUCATION

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August 2, 2024

MEMORANDUM

TO: Child and Adult Care Food Program (CACFP) Sponsors

FROM: Aimee F. Beam, MS, RD *BC* for AFB
Director, Nutrition Programs Workgroup

RE: **2024 Operational Memo #12 - REVISED**
FY 25 CACFP Reapplication

Please see the attached instructions and documents for the annual reapplication process for Federal Fiscal Year 2025 (October 1, 2024 – September 30, 2025). Note the following dates:

- **August 30, 2024:** Deadline for all FY 25 application information to be submitted
- October 10, 2024: Deadline for September 2024 claims
 - **October 2024 claims cannot be entered until all FY 25 reapplication items are submitted and approved.**

Below are the Field Agent assignments for reapplication:

Justine Flint justine.flint@doe.k12.de.us 302-857-3335	Heather Coverdale heather.coverdale@doe.k12.de.us 302-857-3398
Catholic Charities (Centers and Homes)	Boys & Girls Clubs of DE
City of Wilmington Parks and Rec	Children and Families First (Centers and Homes)
Delaware Parents (Centers and Homes)	KinderCare
	New Castle County Head Start
	YMCA
All other sponsors A - H	All other sponsors from I - Y

Required training information for FY 25 can be found in the attached “FY25 Reapplication Training Checklist”. All certificates must be submitted to your assigned Field Agent as part of reapplication.

Please contact us with any questions at 302-857-3356.

Attachments (3): FY 25 CACFP Reapplication Instructions
FY 25 Reapplication Training Checklist
FY 25 Compensation Plan and Other Revenue Sources

cc: Nutrition Team

Child and Adult Care Food Program (CACFP)

FY 25 Reapplication Instructions

Application documents and DENARS applications are due **September 30, 2024**.

DENARS (Online)

- I. Annual Audit Status Certification Form – Access this form under “Applications”.
 - i. Enter Sponsor’s 12-Month Fiscal Year.
 - ii. If your agency **expended less than \$750,000** in federal funds in your last complete fiscal year, you are **not required** to submit an audit. However, records must be available for review or audit by appropriate officials of the Federal agency, pass-through entity, and General Accounting Office (GAO).
 - iii. If your agency **expended more than \$750,000 in federal funds** in your last complete fiscal year, you **are required** to submit an audit that is in accordance with CFR 200 Uniform Guidance (**Refer to 2022 Operational Memo #18 for more details**).
 1. For all audits in FY 2022 and prior, non-profit sponsors must submit their audit on the census.gov (address below) website. Per §200.512, the auditee must electronically submit to the FAC the data collection form described in paragraph (b) of this section and the reporting package described in paragraph (c) of this section. Non-profit sponsors must use this website to submit the audit: <https://facdissem.census.gov/>.
 2. For all audits in FY 2023 and beyond, non-profit sponsors must submit their audit on the Federal Audit Clearinghouse (address below) website. Per §200.512, the auditee must electronically submit to the FAC the data collection form described in paragraph (b) of this section and the reporting package described in paragraph (c) of this section. Non-profit sponsors must use this website to submit the audit: <https://www.fac.gov/>.
 3. For Profit Sponsors must submit a copy of their single audit reporting package directly to the assigned DDOE Field Agent.

NOTE: If audits are required, but are not complete, applications will **NOT** be approved for FY 25.

- II. Application Packet: Review each form and update as needed. Forms may rollover in approved status. If this happens, choose revise to make updates.
 1. Sponsor Application
 - i. Ensure all contact information is correct and up to date. Notify the State agency if there is a change in sponsor contact information to ensure the DDOE contact list is updated. Please send changes to Jeremy Coleman at Jeremy.coleman@doe.k12.de.us

This institution is an equal opportunity provider

Child and Adult Care Food Program (CACFP)

FY 25 Reapplication Instructions

2. Board of Directors/Principals
 - i. Click Revise and then open, review, modify, and save each individual Board member or owner. Remember to update question #2 "Length of Time on Board" and verify all other information is current for **each** Board member.
 1. Non-profit Sponsoring Organizations must enter Board Member information. This includes personal information that is different from the sponsor contact information (address, phone number, DOB, etc.).
 - a. Board members cannot hold management positions in the company, such as Executive Director.
 2. For Profit Sponsors will need to enter owner information in this section.
3. Sponsor Budget
 - i. Revise your budget to reflect Program anticipated expenditures for Fiscal Year 2025.
 1. Complete both CACFP and non-CACFP funds columns
 2. Any anticipated expenditures that you will pay with CACFP funds must be listed. If you use CACFP funds for any costs not listed and approved in the DENARS budget the expenditure will be disallowed during an Administrative Review.
 - ii. Answer the financial system question under the Grand Total section of the budget.
 - iii. **If budget reflects more than a 10% increase in expenditures from the prior fiscal year, you must provide written explanation for increase (email to Field Agent).**
 - iv. Include a Compensation Plan for labor details (template attached) if you include labor in your budget.
 1. Both administrative and operational labor must be documented
 2. If you sponsor more than one site, you can submit separate compensation plans or indicate employment location for each staff member.
 3. Complete all sections of the Compensation Plan including pre-approval equipment requests and list all other funding sources.

Child and Adult Care Food Program (CACFP)

FY 25 Reapplication Instructions

4. The Compensation Plan can be uploaded and attached to the Budget in DENARS.
4. Sponsor Management Plan (sponsors of more than one site only)
 - i. Identify the position/staff person for each responsibility.
5. Center and Provider Applications
 - i. Review all information and update as needed.
 - ii. Update Months of Operation; ensure months checked are covered by the current license. *For example, if the license expiration date is May 30, 2025, the following months should only be checked: Oct, Nov, Dec, Jan, Feb, Mar, Apr, and May. Uncheck all other months.*
 - iii. Certify Center/Provider Application.
6. Rosters(s) – As of April 1, 2019 rosters are no longer maintained in DENARS. It is a USDA requirement for CACFP that all sponsors must always maintain site level rosters of enrolled children.
 - i. Reminder: At-Risk sites and Emergency Shelters do not require a roster. Attendance records must be made available upon request by reviewers.

Hard copy documents required (other documents may be requested):

- I. Administrative Costs Narrative (FDCH sponsors only)
- II. Allocation Formula Form (if applicable)
- III. Monitor/Home Ratio Analysis Form (Sponsors of FDCH or Centers >25)
- IV. Procurement Packet (if applicable)
 - i. Bid packet.
 1. RFP, IFB, quote log, Bid Advertisement, etc.
 - ii. Responses received.
 - iii. Vendor contract
- V. Written requests (See FNS Instruction 796-2, Rev. 4 (Exhibit I))
 - i. Specific Prior Written Approval items are those that are not customarily incurred in the routine operation of the SFSP/CACFP.
- VI. Compensation Plan (refer to Budget section above)
- VII. Training Certificates and Training Checklist
- VIII. Procurement Procedures and Code of Conduct (Field Agents will verify document in DDOE electronic file).

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Child and Adult Care Food Program (CACFP)

FY 25 Reapplication Instructions

IX. Civil Rights Complaint Procedures (Field Agents will verify document in DDOE electronic file).

Reminder - Renewing institutions must meet Performance Standards - VCA (*financial viability and financial management, administrative capability, and program accountability*).



Child and Adult Care Food Program (CACFP) Fiscal Year 2025

Training Checklist

Sponsor Name: _____

Sponsor Contact: _____

This checklist provides information on required training for FY25 CACFP. The checklist serves to meet the State agency’s annual training requirement for your institution’s CACFP Program. Please review this document in its entirety and check all boxes that pertain to your sponsorship. The completed and signed will validate that you have read each item, understand the program requirements, and agree to implement the regulations.

Fax (302-739-1769) or scan/email a copy of your completed and signed checklist to your assigned Field Agent. Failure to return a completed and signed checklist will result in a delay of your FY25 application approval.

Training

I acknowledge that I have reviewed the FY25 CACFP Annual Sponsor Training PowerPoints and handouts to meet the annual training requirement as outlined in federal regulations 7 CFR 226. Topics included:

- FY25 CACFP Reapplication Instructions: Course #29391 – Section #86454
- Grains Ounce Equivalents: Course #30020 – Section #86412
- Processing Income Eligibility Forms: Course #31821 – Section #86455
- Crediting Meat/Meat Alternates and Grains: Course #30912 – Section #86413
- Developing Recipes for CACFP: Course #31822 – Section #86414

I acknowledge that all staff involved in any aspect of the CACFP will be trained. This training is necessary to meet the annual training requirement as outlined in federal regulations 7 CFR 226. Training topics must include:

Civil Rights	Infant Menus (if applicable)	Recordkeeping Procedures
Claim Completion Procedures	Meal Count Procedures	Time and Attendance Records
Costs Documentation	Meal Pattern Requirements	Monitoring Requirements
Eligibility Determination	Menus	<i>(Sponsor Organizations)</i>
Enrollment Statements	Meal Accommodations	

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Compensation Plan - CACFP
 FY: _____

Directions: Complete this form for all staff that will be paid with CACFP funds. The pay rate on this form should match the pay rate at the time your DENARS budget is submitted for approval. Budgets and compensation plans must be revised if pay rates change or staff changes.

Sponsor Name: _____

Position, Staff Name and Duties per DENARS Budget	Administrative or Operational	# staff in the Position	CACFP Hours/Week	Hourly Wage	# of Weeks/Year	Total CACFP Salary/Year
EXAMPLE: Position: Cook (Include staff name) Duties: Create menus, preparing and serving food, taking point of service meal counts	Food Service Labor	1	40	7.25	50	\$14,500.00
EXAMPLE: Position: Assistant Director (Include staff name) Duties: Collecting/evaluating IEFs, determining F/R/P income, tallying monthly meal count and attendance sheets, entering data in DENARS (for CACFP payment monthly).	Administrative Labor	1	15	10	50	\$7,500.00
Position/Staff Name:						
Duties:						
Position/Staff Name:						
Duties:						
Position/Staff Name:						
Duties:						
Position/Staff Name:						
Duties:						

Add additional lines as needed

Please check all that apply, add additional items if needed

Non-food Items (B-3 in DENARS budget)	Item
Check if applicable	Paper plates
	Cups
	Utensils
	Cleaning supplies for foodservice only
	Other (describe)
Equipment (B-6 in DENARS budget)	
Check if applicable	Item
	Purchase of large appliance (list item)
	Purchase of small appliance (list item)
	Repair of kitchen equipment (list repair)
	Other (describe)
Other Sources of Funding (Non-CACFP Funds in DENARS budget)	
Check if applicable	Funding Source
	Day Care Fees
	STARS
	Purchase of Care
	Other (describe)