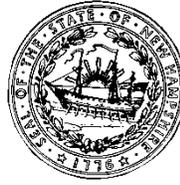


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March 13, 2015

To: Child and Adult Care Food Program Sponsoring Organizations
From: NH Department of Education, Bureau of Nutrition Programs and Services
Re: Child and Adult Care Food Program Administrative Review

According to federal regulation, [CFR7 226.6(a)], every three years, each Sponsoring Organization is required to have an Administrative Review by the State Agency for compliance to federal and State requirements in administering the **USDA's Child and Adult Care Food Program (CACFP)**. The Sponsoring Organization is responsible for overseeing all aspects of the administration of the Child Nutrition Program.

The Bureau of Nutrition Programs and Services is providing Technical Assistance by enclosing a copy of "**A Review Guide for Child and Adult Care Food Programs**". This review guide provides a self-assessment in evaluating readiness to complete a CACFP Administrative Review. All sponsors of CACFP are encouraged to utilize the review guide to self-assess how well they are administering the program as required by USDA. Being in compliance with federal regulation will help your organization avoid the possibility of the loss of funds through a financial finding when a CACFP Administrative Review is conducted by the State agency.

This resource is available on the NH DOE~BNPS website at:

http://education.nh.gov/program/nutrition/child_adult.htm

Please address any questions regarding this document to Carole Dennis at carole.dennis@doe.nh.gov or (603)271-3883