**TIPS FOR FY 2023 CACFP APPLICATION**

Make sure the application you are completing is the correct year (2024). In the upper right hand corner you will find the year of the application.



**Submit the application and supporting documents on time – Reminder - *Claims will not be reimbursed until there is an approved current year application on file with the State Agency.***

* All site summary’s must be reviewed by the sponsoring organization (even though they are rolled over) to insure the most current information is captured prior to submission of the application. Licenses must be current or documentation must be provided that the facility is in good standing with the DHHS.
* Complete each site application with the type of program such as FDCH, Center, Outside School Hours Program and At Risk.
* For sites no longer participating in the CACFP, please contact Patty Carignan at patricia.j.carignan@doe.nh.gov with the site name and the closing date so she can enter the termination date.
* If the site application shows **warnings,** you must determine if the warning is valid and if needed, make any necessary changes to the site application prior to saving. The warning will show at the top of the site summary and be in green letters. *The system* ***will*** *allow Site applications with warnings to be saved after you have put in a REMARK on the page of the warning.*



* If the site application shows **errors,** you must correct the error prior to saving the site application. The error will show at the top of the site summary and be in red letters. *The system* ***will not*** *allow site application with errors to be saved.*

Warnings/Errors

* Attach all supporting budget documentation when costing out insurance, rent, utilities etc. Indicate the percentage on the budget page I, J, K, L.
* Make sure you date and provide a signature for all CACFP documents such as the Outside School Hours and At Risk applications, free and reduced policy statement (if new- also non-pricing if your organization does not charge separately for meals).
* The Public Release will be released by the State agency.
* Submit the current Board list annually unless there are no new changes. If there are no new changes, note this under the remarks section or under the status history tab.
* Both Chairman and Principal forms are required to be submitted for the ***CEO*** ***annually***.
* Audits/General Insurances must be forwarded to Lindsey Labonville - please contact Lindsey @ (603) 271-2634 or email her at lindsey.l.labonville@doe.nh.gov with any questions you may have.
* Printing costs **cannot** be taken if you have already taken the cost of the ink cartridge and paper to the CACFP.
* Always check the status history tab to keep current with your organization’s application to see if it has been returned for additional information.
* “Pending Submission to the DOE” means that the application **has not been submitted** to NH DOE. The application submit person must submit it to NH DOE in order for it to be reviewed/approved.



* All Food Service Management Contracts or Vended Meals Contracts must be approved by the State Agency **prior** to implementation. Please contact Patty Carignan @ (603) 271-3862 with any questions you may have.
* Monitoring schedule must reflect 2 unannounced visits and 1 announced visit not more than 6 months apart for each sponsored facility. One unannounced visit must be during a meal time. Check to make sure all facilities are listed on the form.

**Accounting methods**: Procedure for Year-end adjustments: the last claim of the fiscal year must be based on the accrual basis.

* Upload only the documents the department requests- no additional documentation- please!
* Justification Worksheet- split into two segments- separate monitoring and administrative duties. If there is **a warning that persists**, it means that your organization has not entered enough monitoring hours to meet the minimum requirement. The required monitoring hours is based on the number of sites listed under the sponsoring organization and can be found at the bottom of the page under MRV. Please document enough monitoring hours sufficient to insure CACFP program integrity.
* Other Revenue tab must be completed. This is where all other revenue belongs- not CACFP revenue.
* Memberships must **be preapproved** by the State Agency. This can be done by simply sending an email to me and providing the request for approval with supporting documentation.