



HNS # 07-2024

MEMORANDUM

Original Signed

To: Child and Adult Care Food Program Operators

From: Cara Alexander, Deputy Associate Superintendent
Arizona Department of Education, Health and Nutrition Services Division

Date: September 3, 2024

Subject: CACFP Renewal for Program Year 2025

This memorandum provides information for operators applying to operate the Child and Adult Care Food Program (CACFP), Family Day Care Home (FDCH), and At-Risk Afterschool Program for Program Year 2025.

Annual Application Requirements

Operators are encouraged to use the [CACFP Renewal Preparation Checklist](#) to ensure all application requirements are completed. Operators should communicate with their assigned Health and Nutrition Services (HNS) Specialist to complete the annual application requirements for Program Year 2025 (PY25). Operators may begin the renewal process for PY25 starting September 4, 2024. Renewal applications must be submitted by October 31, 2024, to ensure timely claiming and to maximize benefits. Any operators who do not submit the management plan and budget by October 31, 2024, may not be eligible for reimbursement of meals served in October. HNS recommends submitting the renewal application as soon as possible to leave time for review and approval from the assigned HNS Specialist and Director.

CNP Management Plans and Budgets

Each program year, operators are first required to submit a management plan and budget via CNP Management Plan and Budget. The management plan collects all aspects of the sponsor and sites including contact information, organizational information, administrative capability information, financial viability information, and stores documentation. The budget collects facility information including administrative and operational costs and projected expenses.

CNPWeb Site and Sponsor Applications

Additionally, each program year, operators are required to submit a sponsor application and site applications for each site via CNPWeb (FDCH operators do not complete site applications after completing the Management Plan and Budget. FDCH operators may have view-only access to Provider

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Manager to ensure all providers are appropriately added and any identifying information is correct). The Sponsor Application collects information including contact information, general information, projected income, and expenses. The Site application collects site level operational information including licenses, mealtime shifts, and days of operation, etc.

Access to CNP Applications via ADEConnect

ADEConnect provides a single sign-on for multiple applications used by the Arizona Department of Education (ADE). For example, CNP Management Plan and Budget access is granted by the Entity Administrator (EA) established by and for the operator. Whether or not the EA is listed as an authorized signer on the CACFP Permanent Agreement, an EA shall not grant access to child nutrition programs technology systems to consultants, consulting firms, or Food Service Management Companies (FSMCs) contracting with operators. The child nutrition programs technology systems include:

- *CNP Management Plans and Budgets*
- *CNPWeb*
- *Provider Manager (view-only)*

Additional Requirements

CACFP Permanent Agreement: The CACFP Permanent Agreement shall be reviewed by the operator to ensure the Designated Official and all Authorized Signers are current. If the Designated Official or any of the Authorized Signers are no longer employed by the operator, a new Permanent Agreement must be initiated. The [CACFP Initiation Form](#) can be started through the link provided and will be completed once all parties have signed using Adobe Sign. Any questions related to the submission or updating of the Permanent Agreement should be directed to the assigned HNS Specialist.

Free and Reduced-Price Policy Statement: The operator must review the free and reduced-price policy for substantive changes. The policy statement must be updated and resubmitted to their assigned HNS Specialist if there are any changes to the process or staff/position responsible for eligibility determinations. In all cases, the operator must have an approved policy statement on file with ADE. Amendments must be submitted for approval to their assigned HNS Specialist no later than October 15th each year. The [Free and Reduced Price Policy Statement](#) template can be accessed on ADE's [Child and Adult Care Food Program website](#) under the Forms and Resources for the Management Plan and Budget or by utilizing the link provided.

Cash in Lieu of Commodities (CIL)

Annually, CACFP operators are surveyed for interest in either receiving entitlement funds allocated toward USDA Foods or Cash in Lieu of Commodities. Based on the results of the CIL survey, operators will continue to receive cash payments added to the lunch and supper reimbursement amount. This funding is added to the monthly reimbursements with no additional requirements.

Single Audit Qualifying Questionnaire

Annually, all CACFP and FDCH program operators receiving Federal funds from ADE must complete a Single Audit Qualifier Questionnaire (SAQQ). The SAQQ determines if a program operator has expended \$750,000 or more in Federal awards by April 30th, thus needing a single audit. Any entity that expends more than \$750,000 in Federal funds in a fiscal year is required to hire an independent Certified Public Accountant (CPA) to conduct a single audit to review both the compliance and financial component of Federal programs. Operators must ensure the completion of the single audit is completed within 12 months after the fiscal year's close. If the SAQQ, due April 30, 2024, has not been submitted, the PY25 application will not be approved until this is completed.

Program operators still needing to complete the questionnaire must:

- Open the questionnaire here: [Single Audit Qualifier Questionnaire](#)
- Answer the questions
- Those that answer “Yes” to indicating \$750,000 or more expended in Federal awards for the previous fiscal year, upload the single audit report.

Updates to Child Nutrition Programs Nutrition Standards

USDA’s Food and Nutrition Service (FNS) published a final rule titled, Child Nutrition Programs: Meal Patterns Consistent With the 2020-2025 Dietary Guidelines for Americans, effective July 1, 2024. USDA is gradually phasing in required changes. [A summary of the changes](#) has been provided by FNS. While program operators are not required to make any changes to their menus until Program Year 2026, early implementation is an option. Program operators are encouraged to visit [Implementation Timeline for CACFP](#) to access resources, videos, toolkits, and guidance for the Child Nutrition Programs nutrition standards.

Annual Training Requirements

The annual training requirements for PY25 **FDCH Program Operators** are:

- [FDCH PY25 Annual Renewal Training](#)
- Online Course: Civil Rights Compliance for Child Nutrition Program Operators ([English](#)) ([Spanish](#))

Both certificates must be submitted to the management plan as part of the renewal application.

The annual training requirements for PY25 **CACFP Program Operators** are:

- Online Course: Civil Rights Compliance for Child Nutrition Program Operators - ([English](#)) ([Spanish](#))

- All operators must complete the self-guided, online Civil Rights Compliance training. This training must be completed by all staff. The certificate of completion by an individual on the Permanent Agreement must be uploaded to ADE.
- Operators must also complete specific CACFP training requirements. These requirements include three components:
 - **10 Hours:** Each organization must complete 10 hours of CACFP training. Institutions may choose trainings that meet their needs to strengthen program operations and increase compliance. Trainings available to satisfy this 10-hour training requirement are available on HNS' Training Library for CACFP Operators and are highlighted monthly in the HNS Events Forecast Communication.
 - **Nutrition and Administration:** At least one training must be completed on a Nutrition Topic, and at least one training must be completed on an Administration Topic.
 - **Designated Official and Authorized Signers:** The designated official and all authorized signers on the Permanent Agreement must complete at least one training. The training can be on any topic and any length.

Upload training certificates to the management plan to demonstrate satisfaction with the annual training requirements.

Additional Updates

HelpDesk to Connect with HNS

ADE uses the ticketing system, HelpDesk, to receive, track, and respond to requests for various types of assistance. In addition to current options in the Service Request Catalog including one time exception requests, reimbursement claim/attendance factor issues, and the Add/Change/Delete Form, HNS will be expanding the options for operators to select. Operators are encouraged to use HelpDesk when in need of any assistance from HNS; requests can be routed to the assigned HNS Specialist. Unlike individual email-based requests, the HelpDesk provides the requester, responder, and management visibility to the request status, ongoing communications, and notifications related to the request. Access the HelpDesk by using the link: <https://helpdeskeexternal.azed.gov/> and follow the steps listed below to complete the form fields.

- Click the icon for 'New Request'
- Locate Health and Nutrition Services
- Choose from the drop-down options
- Complete all required fields and applicable optional fields
 - Providing more detail in the request will help it to be routed to the appropriate staff member.
 - Some fields cannot be edited.
- Drag and drop any related items into the Attachment box
- At the bottom of the form, click the blue button: 'Add Request'

The HelpDesk is part of the ADEConnect. Those who do not have an ADEConnect account will be prompted to create one.

Please utilize the process outlined above regarding helpdesk to contact your Health and Nutrition Services Specialist with any questions regarding this guidance.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. *mail:*
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. *fax:*
(833) 256-1665 or (202) 690-7442; or
3. *email:* program.intake@usda.gov

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