



CACFP AT A GLANCE CALENDAR

ADMINISTRATIVE REVIEW COMING UP?
REGISTER FOR THE PREPARE FOR YOUR ADMINISTRATIVE REVIEW IN-PERSON WORKSHOP. VISIT OUR APLD SYSTEM TO REGISTER FOR UPCOMING IN-PERSON WORKSHOPS AND WEBINARS: [REGISTER IN APLD](#)

OCTOBER

- OCTOBER 1-10 (best practice)** Submit September Claim
- OCTOBER 1** Renewal Applications Deadline
- OCTOBER 30** Final day to submit August Claim
- OCTOBER 31** Final day to submit Management Plan and Budget if planning to claim meals served in October
- Read Memorandums to remain up-to-date on program requirements: <https://www.azed.gov/hns/memos>
- OPTIONAL** attend CACFP Roundtable Conference

NOVEMBER

- NOVEMBER 1-10 (best practice)** Submit October Claim
- NOVEMBER 29** Final day to submit September Claim

DECEMBER

- DECEMBER 1-10 (best practice)** Submit November Claim
- DECEMBER 30** Final day to submit October Claim

JANUARY / FEBRUARY

- JANUARY 1-10 (best practice)** Submit December Claim
- JANUARY 15** Multi-Site Sponsors Only Prepare financial documents from December's operations for submission to HNS
- JANUARY 29** Final day to submit November Claim
- FEBRUARY 1-10 (best practice)** Submit January Claim

MARCH

- MARCH 1-10 (best practice)** Submit February Claim
- MARCH 1** Multi-Site Sponsors Only Final day to submit financial documents
- MARCH 1 (February 29 in Leap Years)** Final day to submit December Claim
- THIRD WEEK IN MARCH** Celebrate National CACFP Week <https://www.cacfp.org/national-cacfp-week-main/>

APRIL

- APRIL 1-10 (best practice)** Submit March Claim
- APRIL 1 (March 31 in Leap Years)** Final day to submit January Claim
- Update posted WIC Flier
- Participate in the Farm Fresh Challenge
- APRIL 29** Final day to submit February Claim
- APRIL 30** Deadline to Submit the Single Audit Qualifier Questionnaire
- OPTIONAL** Attend National CACFP Sponsors Association Conference
- Make sure you're on track with monitoring and training

MAY

- MAY 1-10 (best practice)** Submit April claim
- MAY 29** Final day to submit March Claim
- MAY 31** Submit the CiL (Cash in Lieu of Commodities) survey

JUNE

- JUNE 1-10 (best practice)** Submit May claim
- Participate in the Summer Farm Fresh Challenge
- JUNE 29** Final day to submit April Claim
- Register for "Mandatory Renewal Training for Family Day Care Home Sponsors" Webinar: [Register in APLD](#)

JULY

- JULY 1-10 (best practice)** Submit June Claim
- Distribute Household Applications and Parent Letters to all enrolled participants
- Begin processing Household Applications with *Income Eligibility Guidelines for the current PY*
- JULY 29** Final day to submit May Claim

AUGUST

- AUGUST 1-10 (best practice)** Submit July Claim
- Prepare for Renewal Applications:
 - Review the [Renewal Preparation Checklist](#)
 - Confirm staff completion of CACFP and Civil Rights Training this PY
 - Complete training requirements (if not done so already)
 - Confirm Application Preparer's access to CNP Management Plans and Budgets and CNPWeb applications in ADEConnect. If needed, request to be granted access by the internal Entity Administrator.
- AUGUST 29** Final day to submit June Claim

SEPTEMBER

- SEPTEMBER 1-10 (best practice)** Submit August Claim
- Submit Renewal Applications
 - Management Plan and Budget in the CNP Management Plans and Budgets System
 - Once approved, Site and Sponsor Applications in the CNPWeb
 - Be sure program forms are current for the new PY. Visit <https://www.azed.gov/hns/cacfp/programforms/>
 - Submit the Single Audit Qualifier Questionnaire
 - Review signers on the Food Program Permanent Service Agreement. If signers have changed, submit a new agreement. Go to: <https://www.azed.gov/hns/cacfp/programforms/>
- SEPTEMBER 15** FDCH only - have application already submitted if planning to get an October advance
- SEPTEMBER 29** Final day to submit July Claim



AUGUST 1-29 Prepare for Renewal Applications
<https://www.azed.gov/hns/cacfp/renewalresources/>



SEPTEMBER 1-30 Submit Renewal Applications