

Holz, Robin [IDOE]

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**From:** Holz, Robin [IDOE]  
**Sent:** Thursday, July 31, 2014 7:59 AM  
**Subject:** CACFP Center FY 2015 Application Renewal Update - Budget 1  
**Attachments:** Ctr-Budget-Budget Questionnaire.xls; Center Budget 7.30.14.doc; Participant - CACFP Center Budget Instructions.doc; Ctr-Budget-Budget Questionnaire.docx

**Importance:** High

Dear CACFP Participant:

Included in this email are the budget, budget instructions, and budget questionnaire. I would strongly recommend that you complete the budget on paper and have it ready for entry online once the system goes live. The instructions are written for budgets that will be entered online. You will have to do calculations by hand when completing the budget on paper.

All participants will probably be required to complete the budget questionnaire. Complete it after you do the budget. You may complete the budget questionnaire on paper or in Excel (both versions are attached). If you complete it on paper, scan the document and save it to your computer. To name the document, start with your agreement number followed by "budget questionnaire," and always save to a location where you can find it easily on your computer. I would suggest creating a file for CACFP FY 2015 Application Renewal Documents and save the attachments in that file. When the system goes live you can upload the budget questionnaire and other attachments in either PDF or Excel.

Budget worksheets will follow in the next email, "Subject: CACFP Center FY 2015 Application Renewal Update - Budget 2."

Feel free to contact me if you have questions.

Robin Holz, MS, RDN - CACFP Lead Consultant, Centers - Bureau of Nutrition and Health Services - 400 E 14th St, Des Moines 50319 - Phone: 515.281.3484 - Fax: 515.242.5988 - [www.eduateiowa.gov](http://www.eduateiowa.gov)

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