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DATE: July 1, 2014

TO: Child and Adult Care Food Program (CACFP) Center-based Institutions

FROM: Robin Holz, Lead Consultant - Centers  
Bureau of Nutrition and Health Services

SUBJECT: CACFP Fiscal Year 2015 Application Renewal Information

Each year organizations are required to complete application renewal procedures to continue their participation in the CACFP. A memo with application renewal instructions is generally provided around July 1, 2014. This year, the Iowa Department of Education, Bureau of Nutrition and Health Services is replacing the CNP2000 online system for Child Nutrition Program applications, claims, and reviews with a new system called IowaCNP. Due to the changes, application renewal instructions will be delayed.

The new system is expected to be ready for Fiscal Year (FY) 2015 applications sometime in July, but the exact date is not known. The application renewal instructions will be emailed to the CACFP authorized representative as soon as they become available.

The organization will need to **request a username and password** for each individual authorized to have access to the IowaCNP system. Attached is the *IowaCNP Access Request Form*. Please complete the form and return by fax to 515-242-5988 Attn: Ellen Miller or email to [ellen.miller@iowa.gov](mailto:ellen.miller@iowa.gov). Retain a copy for your records.

The documents listed below have recently been updated and are **currently available in CNP2000 Form Download**. Use these documents starting 7/1/2014.

- 2014-2015 Income Eligibility Guidelines
- CACFP CNP-121 Non-school FS Contract
- CACFP CNP-120 School FS Agreement
- 2014-2015 CACFP Center Non-pricing Parent Letter, Iowa Eligibility Application and Instructions
- 2014-2015 CACFP Center Pricing Parent Letter, Iowa Eligibility Application and Instructions
- 2014-2015 Spanish - Center Pricing and Non-Pricing Parent Letter, Iowa Eligibility Application
- 2014-2015 CACFP Adult Day Care Letter and Income Application

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- 2014-2015 ICAVES (Certification) available in ZIP file only
- Media Release for Non-pricing Centers
- Media Release for Pricing Centers
- 2014-2105 Child Care Centers Calendar
- CACFP Enrollment Form

Downloadable documents will available in when IowaCNP goes live under “Download Forms.”

Centers serving families of children age 0-5 years are required to make **WIC information** available to families. Order WIC income guidelines pads from: <http://healthclrhse.drugfreeinfo.org/>. There is no charge for these materials.

An **Application Renewal Webinar** is tentatively scheduled for July 24, 2014. Topics will include an overview of IowaCNP, documents that must be updated or submitted, tasks to be completed, and new procedures to follow. Attendance is strongly encouraged by all participants since the online system and application renewal procedures are changing. The webinar may count toward annual CACFP training requirements. More information will be emailed to the authorized representative when it becomes available.

The **2015 Steps to Success Workshop flyer** is attached. New CACFP authorized representatives, responsible for overall CACFP operation, are required to complete the workshop modules applicable to their organization (see p. 4 of the flyer to identify required modules). Cooks, infant room staff, staff who submit the claim, and staff who are responsible for financial documentation may take the module(s) that apply to their CACFP duties. All workshop modules are available online and may be completed at any time. The core workshop topics pertaining to all organizations are also offered over the ICN. ICN dates and locations are identified in the flyer.

The **Income Application Q&A Workshop** will not be offered as an ICN workshop this year. This topic is available as an online *Steps to Success Workshop* module.

**The anticipated deadline for application renewal will be Friday, August 29, 2014.**

If you have questions, contact Robin Holz, CACFP Lead Consultant – Centers (515) 281-3484 or [robin.holz@iowa.gov](mailto:robin.holz@iowa.gov)

Attachments