

## 2015-2016 IowaCNP CACFP Download Forms Document List & Instructions

Form ID	Description	Format	Type	Instructions
CACFP001	Ctr-CACFP 47 Center Institution Permanent Agreement	PDF	Download	<ul style="list-style-type: none"> <li>Review as a reminder of what you have agreed to do as a CACFP participant.</li> <li>Any new directors, authorized reps, or board officers who have started since the last application renewal should review the document.</li> </ul>
CACFP002	Ctr--CACFP CNP- 121 Non-school FS Contract	PDF	Checklist Item-Site App	<ul style="list-style-type: none"> <li>If you purchase meals from a non-school vendor, download a Food Service Contract (CNP-121).</li> <li>Complete the form and make two copies.</li> <li>Upload a copy to IowaCNP.</li> <li>Keep a signed copy for your files.</li> <li>Ensure the vendor has a signed copy</li> </ul>
CACFP003	Ctr--CACFP CNP- 120 School FS Agreement	PDF	Checklist Item-Site App	<ul style="list-style-type: none"> <li>If you purchase meals from a school vendor, download a Food Service Agreement (CNP-120).</li> <li>Complete the form and make two copies.</li> <li>Upload to IowaCNP.</li> <li>Keep a signed copy for your files.</li> <li>Ensure the vendor has a signed copy</li> </ul>
CACFP004	CACFP--2015-2016 CACFP Income Eligibility Guidelines	PDF	Download	<ul style="list-style-type: none"> <li>Print a copy.</li> <li>Use to approve any new income applications received on or after 7/1/2015.</li> <li>You do not need to re-evaluate income applications already on file.</li> </ul>
CACFP005	Ctr -2015-2016 Non- pricing Parent Letter	PDF	Download	<ul style="list-style-type: none"> <li>For Child Care Organizations-print the updated letter.</li> <li>Attach the non-pricing letter to the Iowa Eligibility Application if you do not have a separate meal charge. Attach the pricing letter if you charge separately for meals.</li> <li>Use for newly enrolled families starting on or after July 1, 2015.</li> <li>We recommend you distribute the income application and cover letter to <u>all</u> families in late August or early September.</li> <li>Available in Spanish</li> <li>Additional translations of the Parent Letter and income application are available in multiple languages at: <a href="http://www.fns.usda.gov/school-meals/translated-applications">http://www.fns.usda.gov/school-meals/translated-applications</a></li> </ul>
CACFP006	Ctr -2015-2016 Pricing Parent Letter	PDF	Download	
CACFP007	CACFP-Iowa Eligibility Application	PDF	Download	<ul style="list-style-type: none"> <li>For Child Care Organizations-print the updated form.</li> <li>Use for newly enrolled families starting on or after July 1, 2015.</li> <li>We recommend you distribute the income application and cover letter to <u>all</u> families in late August or early September.</li> <li>Available in Spanish</li> <li>Additional translations of the Parent Letter and income application are available in multiple languages at: <a href="http://www.fns.usda.gov/school-meals/translated-applications">http://www.fns.usda.gov/school-meals/translated-applications</a></li> <li>Head Start Organizations must distribute the back of the income application to all families so they may decline having their names reported to Hawk-i for low or no-cost medical assistance.</li> </ul>

CACFP008	Ctr -2015-2016 CACFP Adult Day Care Letter and Income Application	PDF	Download	<ul style="list-style-type: none"> <li>• Adult Day Care Organizations - print the updated forms.</li> <li>• Use for newly enrolled participants starting on or after July 1, 2015.</li> <li>• We recommend you distribute to <u>all</u> households in late August or early September 2015.</li> </ul>
CACFP009	Approval Instructions		Download	<ul style="list-style-type: none"> <li>• For child care organizations</li> <li>• For internal use when approving income applications.</li> <li>• Do not distribute the instructions to families.</li> </ul>
CACFP010	CACFP-Spanish IA Eligibility App	PDF	Download	<ul style="list-style-type: none"> <li>• Use if needed for Spanish speaking households.</li> </ul>
CACFP011	Ctr -Spanish-Center Pricing Parent Letter	PDF	Download	
CACFP012	Ctr -Spanish-Center Non-Pricing Parent Letter	PDF	Download	
CACFP013	Ctr - Spanish Adult Care & Household Letter	PDF	Download	
CACFP015	CACFP-FY16 ICAVES (Certification) available in	Excel	Download	<ul style="list-style-type: none"> <li>• Use this Excel program if desired to calculate the free and reduced-price eligibility on the Iowa Eligibility Application.</li> <li>• Open the worksheet, click on "Options", click on "Enable this Content", then "OK"</li> </ul>
CACFP016	Ctr -CACFP Enrollment Form	Word	Download	<ul style="list-style-type: none"> <li>• Print, copy and distribute to families annually at the end of August or early September.</li> <li>• The bottom half of this form must be filled out for infants 0-12 months of age. Record the type of infant formula you will offer <u>before</u> the form is distributed to parents.</li> <li>• You may use one form per family.</li> <li>• Families may update it by making changes and resigning at the bottom for up to three years.</li> <li>• You may continue to use the old form if desired or develop your own form if it captures the required information.</li> <li>• Use this form to collect racial/ethnic data. Keep information confidential.</li> <li>• Available in Spanish</li> <li>• This form is not required for Adult Day Care Centers, At-Risk Meal Programs, Outside School Hours Child Care, or Emergency Shelters.</li> </ul>
CACFP017	Ctr -Spanish CACFP Enrollment Form	Word	Download	<ul style="list-style-type: none"> <li>• Use if needed for Spanish speaking childcare households.</li> </ul>
CACFP018	Ctr -Media Release for Non-pricing Centers	Word	Download	<ul style="list-style-type: none"> <li>• Print a copy, complete and send to local media outlet(s) annually. This fulfills your obligation.</li> <li>• You do not have to pay to have it printed.</li> <li>• Use the <u>non-pricing</u> form if you do not have a separate meal charge. Use the <u>pricing</u> form if you have a separate meal charge.</li> <li>• Keep a copy on file at your center. Record the media outlet contacted and date of contact on the form.</li> </ul>
CACFP019	Ctr -Media Release for Pricing Centers	Word	Download	
CACFP020	Ctr -FY16 Child Care Centers Calendar	PDF	Download	<ul style="list-style-type: none"> <li>• Print a copy.</li> <li>• Post by your computer.</li> <li>• Lists claim due dates, CACFP workshops and reminders.</li> </ul>
CACFP021	CACFP-Building for the Future Brochure	PDF	Download	<ul style="list-style-type: none"> <li>• The brochure must be provided to families upon enrollment to inform them about the CACFP.</li> </ul>

CACFP022	CACFP-Civil Rights Complaint Procedures and Form	Word	Download	<ul style="list-style-type: none"> <li>Use if you receive a civil rights complaint.</li> </ul>
CACFP023	CACFP-IowaCNP Access Request Form/CACFP	PDF	Download	<ul style="list-style-type: none"> <li>Complete and send to the State agency if there are changes in the staff who the organization officially designates to access IowaCNP.</li> <li>Use to report removals and additions when staff change.</li> </ul>
CACFP024	Ctr-Allergy/Exception Statement	PDF	Download	<ul style="list-style-type: none"> <li>Use if needed for children with special dietary needs.</li> </ul>
CACFP025	Ctr –Spanish- Allergy/Exception Statement	PDF	Download	<ul style="list-style-type: none"> <li>Use if needed for Spanish speaking households.</li> </ul>
CACFP026	Ctr-Sponsored Adult Care Center Site Review Form	Word	Download	<ul style="list-style-type: none"> <li>Adult care center sponsors-print a copy.</li> <li>Use to conduct monitoring reviews.</li> </ul>
CACFP027	Ctr-Sponsored Center Site Review Form	Word	Download	<ul style="list-style-type: none"> <li>Child care center sponsors-print a copy.</li> <li>Use to conduct monitoring reviews.</li> </ul>
CACFP028	Ctr-Sponsored At-Risk Center Site Review Form	Word	Download	<ul style="list-style-type: none"> <li>At-Risk center sponsors-print a copy.</li> <li>Use to conduct monitoring reviews.</li> </ul>
CACFP029	CACFP- Appeal Procedures	PDF	Download	<ul style="list-style-type: none"> <li>Available if you are asked to repay funds or if we propose to terminate your CACFP agreement.</li> </ul>
CACFP030	CACFP-Abbreviated Appeal Procedures	PDF	Download	<ul style="list-style-type: none"> <li>Available if the State agency denies, or proposes to deny your application.</li> </ul>
CACFP031	CACFP-Suspension Appeal Procedures	PDF	Download	<ul style="list-style-type: none"> <li>Available if your CACFP participation is suspended due to false claims or conditions at the center that threaten the health or safety of participants or the public.</li> </ul>
CACFP032	Ctr-Instructions for Submitting Free and Reduced Information to hawk-i	PDF	Download	<ul style="list-style-type: none"> <li>Child care centers will receive a memo with instructions.</li> </ul>
CACFP033	Ctr -hawk-i Contract	PDF	Download	
CACFP034	Ctr-Household Contacts Memo, Procedures and Forms (for sponsors)	Word	Download	<ul style="list-style-type: none"> <li>For use by child care center sponsors.</li> <li>Use if needed to conduct household contacts.</li> </ul>
CACFP035	CACFP-Team Nutrition Enrollment Form	PDF	Download	<ul style="list-style-type: none"> <li>Complete and send to Patti Delger if your center is not a Team Nutrition Program and wants to enroll.</li> <li>Benefits include eligibility for grants when available.</li> </ul>
CACFP036	Ctr -Schools with >50% Free and Reduced	PDF	Download	<ul style="list-style-type: none"> <li>Information used by At-Risk Programs to determine eligibility for the At-Risk Program based on data from school districts.</li> </ul>
CACFP038	Ctr -FY 2016 Steps to Success Workshop Flyer	PDF	Download	<ul style="list-style-type: none"> <li>Lists Steps to Success online workshop information.</li> <li>Lists the required modules for different types of centers.</li> </ul>