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Please route to:		
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DATE: July 1, 2015
 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 (FY) 2016 Information

The new income eligibility guidelines, effective July 1, 2015, and other forms have been updated for FY 2016. They are available now in "Download Forms":

- Log into IowaCNP at <https://cnp.ed.iowa.gov/CNP/>.
- Click on Applications (left of screen).
- "Download Forms" is the last item on the screen.
- Documents can be sorted alphabetically by clicking on the word "Description" column.
- Documents for centers start with Ctr or CACFP.
- Attached is a list of the updated documents and forms, including instructions for each.

If you wish to continue CACFP participation in FY 2016 year (starting October 1, 2015) the online application will need to be renewed. If you do not wish to continue participating in the CACFP, contact Robin Holz at the State agency as soon as possible (contact information below).

We have requested several enhancements to the online application system (IowaCNP) to shorten and simplify the application renewal process for FY 2016. These changes will be done by an outside contractor and will not be completed until later in the summer. Our goal is to have the changes in place late in July.

An application renewal webinar is tentatively scheduled for Monday, July 27 from 10:00 am-12:30 pm. Staff responsible for completing the online application renewal documents should attend. We will also offer a webinar called *CACFP Hot Topics* on July 27 from 8:30-9:45 am. CACFP memos, updates and recent developments in CACFP will be covered. Staff in charge of CACFP operations should attend. An invitation and a link to join the webinars will be emailed closer to the date.

Your organization will be notified when the system is available to submit FY 2016 application renewal information. Written instructions will be provided at that time. The tentative due date to have application renewal documents submitted online is August 31, 2015. The CACFP contact and authorized representative, as listed on the current IowaCNP Organization Application, will receive email notifications about the webinars.

Feel free to contact me at robin.holz@iowa.gov or (515)281-3484 if you have questions.

Attachment: 2015-2016 IowaCNP CACFP Download Forms Document List & Instructions