



Centers that submit Paper Claims 2015-14

# STATE OF IOWA

TERRY E. BRANSTAD, GOVERNOR  
KIM REYNOLDS, LT. GOVERNOR

DEPARTMENT OF EDUCATION  
RYAN M. WISE, DIRECTOR

<b>Please route to:</b>		
<input checked="" type="checkbox"/> Center Director	<input type="checkbox"/> Cook	<input checked="" type="checkbox"/> Business Manager
<input checked="" type="checkbox"/> Board of Directors	<input checked="" type="checkbox"/> Owner (for-profit centers)	<input checked="" type="checkbox"/> Authorized Representative

DATE: July 22, 2015  
 TO: Child and Adult Care Food Program (CACFP) Center-based Child Care Institutions that Submit Paper Claims  
 FROM: Robin Holz, Consultant  
 Bureau of Nutrition and Health  
 SUBJECT: CACFP Fiscal Year 2016 Application Renewal Instructions

Carefully read and follow all instructions. If you do not wish to continue participation in the CACFP, contact the State agency as soon as possible.

**Complete the following by August 31, 2015. Use a red pen to make changes on the enclosed FY 2014-15 documents so the information is current for FY 2015-16:**

1. Review and update any information that has changed on the organization application.
2. Review and update any information that has changed on the site application.
3. Review and update any information that has changed on the budget.
4. Complete the required budget forms.
5. Review and update any information that has changed on the management plan and related forms.
6. Complete the required management plan forms.
7. Complete the certification statement that states all information is current and accurate on the center institution application, site application, management plan and budget, and has been reviewed by the institution's board president, owner or executive director.
8. READ CAREFULLY AND FOLLOW THE INSTRUCTIONS below for each document:

Name of Document	Instructions
CACFP 47 Center Institution Permanent Agreement	<p>Updated</p> <ul style="list-style-type: none"> <li>Enclosed is an updated document. Keep in a permanent CACFP file. You do not need to sign and return it. The State agency has a copy of the signature page on file. If you do not have a signed copy on file, you can request one from our office.)</li> <li>Review it as a reminder of what you have agreed to do as a CACFP participant.</li> <li>Any new directors or board officers who have started since the last application renewal should review the document.</li> </ul>
Building for the Future Brochure	The brochure must be provided to families upon enrollment.
CACFP Appeal Procedures	Available if you are asked to repay funds or if we propose to terminate your CACFP agreement.
2015-2016 CACFP Income Eligibility Guidelines	<p>Updated</p> <ul style="list-style-type: none"> <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>
2015-2016 CACFP Center Non-pricing Parent Letter, Iowa Eligibility Application and Instructions	<p>Updated</p> <ul style="list-style-type: none"> <li>Print new copies.</li> <li>Attach the <u>non-pricing</u> parent letter to the Iowa Eligibility Application.</li> <li>Use for newly enrolled families starting on or after July 1, 2015.</li> <li>We recommend that you distribute the income application and cover letter to <u>all</u> families in late August or early September. <ul style="list-style-type: none"> <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/family-friendly-application-translations">http://www.fns.usda.gov/school-meals/family-friendly-application-translations</a></li> </ul> </li> <li>The instructions are for the center's use only.</li> </ul>
CACFP Enrollment Form	<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> </ul>
Media Release for Non-pricing Centers	<p>Updated</p> <ul style="list-style-type: none"> <li>Complete and send to local media outlet(s).</li> <li>Keep a copy on file at your center with the media outlet contacted and date of contact.</li> </ul>
FY16 Child Care Centers Calendar	<p>Updated</p> <ul style="list-style-type: none"> <li>Post by your computer.</li> <li>Lists claim due dates, CACFP workshops and reminders.</li> </ul>
Allergy/Exception Statement	Contact the State agency if children need to have food substitutions due to a medical reason.
2016 CACFP Steps to Success Workshop for Center Organizations	If you have a new director or new staff, completion of the <i>Steps to CACFP Success</i> workshop is strongly recommended. New CACFP authorized representatives responsible for overall CACFP operation are required to complete all applicable sessions of the workshop. Other staff may complete the module(s) that apply to their CACFP duties.
Spanish translations	Contact the State agency

- 9. WIC Outreach Materials:** Centers that serve families of children age 0-5 years are required to make WIC information available to families. WIC income guideline pads have been ordered for you and will be mailed separately. Distribute to parents and include in your enrollment packets.
- 10. If your DHS child care license has expired or will expire on or before 10/1/2015, send it to the State agency.**

**The application renewal deadline is Monday, August 31, 2015.** All required FY-2016 CACFP application renewal documents must be received by this date.

**Send hard copy documents to:**

Robin Holz  
Bureau of Nutrition and Health Services  
Iowa Department of Education  
Grimes State Office Building  
400 East 14<sup>th</sup> Street  
Des Moines, IA 50319-0146

Retain a copy of all documents sent to the State agency. Feel free to contact me at (515)281-3484 or your area consultant if you have questions or need further information.

**Please do not call the State agency to ask if we received your application. We will contact you if anything is missing or incomplete.**

Sincerely,



Robin Holz  
CACFP Lead Consultant, Centers  
Phone: (515) 281-3484  
Email: [robin.holz@iowa.gov](mailto:robin.holz@iowa.gov)

Enclosures