



# STATE OF IOWA

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

DATE: September 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 Application Renewal Instructions

**Complete the following on or before the deadline listed in the email:**

1. **Follow instructions for completing the online FY 2016 application packet (attached).**
2. **To add a new site or to drop a site, contact Robin Holz at (515) 281-3484 or [robin.holz@iowa.gov](mailto:robin.holz@iowa.gov).**
3. **WIC Outreach Materials:**
  - Centers that serve families of children age 0-5 years are required to make WIC information available to families.
  - If you haven't done so already, order WIC income guidelines pads from: <http://healthclrhse.drugfreeinfo.org/>.
  - There is no charge for these materials.
4. **Licenses, approvals and inspections (as applicable)**
  - You must upload a current copy to the site checklist
  - If the date on the document shows it has expired on or before 10/1/2015 your application cannot be approved
  - Child care located on school property must be licensed by DHS starting 1/1/2016 (contact DHS licensing at 515-281-6832 if you have questions)
5. **Food Service Contracts and Agreements (if applicable)**
  - A new document must be completed each year
  - Use the FY 2016 form (available in Download Forms)
    - i. CNP-120 Food Service Agreement (School)
    - ii. CNP-121 Food Service Contract (Non-school)
  - Upload a current copy to the site checklist
  - Both you and the vendor must sign and maintain a copy on file  
Grimes State Office Building - 400 E 14th St - Des Moines IA 50319-0146

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**6. Annual Media Release**

- A new document must be completed each year
- Obtain the appropriate form from Download Forms (pricing or non-pricing)
- Complete the form and send to the local media outlet(s) for your service area
- Record the media outlet(s) contacted and the date sent on the form and keep a copy on file
- You do not have to pay to have it printed. The media will print it at their discretion.

**7. Obtain updated 2016 documents, checklist items, and budget worksheets from “Download Forms” as needed.**

- 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
- Sort alphabetically by clicking on the heading
- The documents for centers start with Ctr or CACFP
- A list of documents available in Download Forms and instructions for each was emailed on July 1, 2015

**8. The application renewal deadline is due on the date listed in the email.** All required FY 2016 CACFP application renewal procedures should be completed by this date. Everything can be completed online and/or uploaded to IowaCNP.

Feel free to contact Robin Holz at (515)281-3484 or your area consultant if you have questions or need further information (consultant contact information attached). If you don't know who your consultant is, contact [Alicia.teran@iowa.gov](mailto:Alicia.teran@iowa.gov) (515) 281-4751.

Attachments:

Instructions for Completing Online Documents  
CACFP Center Budget Instructions  
Application Packet Statuses  
Consultant Contact information