

2016-2017 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"> Review as a reminder of what you have agreed to do as a CACFP participant. Any new directors, authorized reps, or board officers who have started since the last application renewal should review the document.
CACFP002	Ctr - CACFP CNP- 121 For-profit FS Contract	PDF	Checklist Item-Site App	<ul style="list-style-type: none"> If you purchase meals from a for-profit vendor, download a Food Service Contract (CNP-121). Complete the form and make two copies. Upload a copy to IowaCNP. Keep a signed copy for your files. Ensure the vendor has a signed copy
CACFP003	Ctr - CACFP CNP- 120 Non-profit FS Agreement	PDF	Checklist Item-Site App	<ul style="list-style-type: none"> If you purchase meals from a non-profit vendor, download a Food Service Agreement (CNP-120). Complete the form and make two copies. Upload to IowaCNP. Keep a signed copy for your files. Ensure the vendor has a signed copy
CACFP004	CACFP - 2016-2017 CACFP Income Eligibility Guidelines	PDF	Download	<ul style="list-style-type: none"> Print a copy. Use to approve any new income applications received on or after 7/1/2016. You do not need to re-evaluate income applications already on file.
CACFP005	Ctr - 2016-2017 Non- pricing Parent Letter	PDF	Download	<ul style="list-style-type: none"> For Child Care Organizations-print the updated letter.
CACFP006	Ctr - 2016-2017 Pricing Parent Letter	PDF	Download	<ul style="list-style-type: none"> 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. Use for newly enrolled families starting on or after 7/1/2016. We recommend to distribute the income application and cover letter to in late August or early September. It must be given to <u>all</u> families. Available in Spanish Additional translations of the Parent Letter and income application are available in multiple languages at: http://www.fns.usda.gov/school-meals/translated-applications.
CACFP007	CACFP-Iowa Eligibility Application	PDF	Download	<ul style="list-style-type: none"> For Child Care Organizations-print the updated form. Use for newly enrolled families starting on or after 7/1/2016. We recommend to distribute the income application and cover letter to in late August or early September. It must be given to <u>all</u> families. Available in Spanish Additional translations of the Parent Letter and income application are available in multiple languages at: http://www.fns.usda.gov/school-meals/translated-applications. 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.
CACFP008	Ctr -2016-2017 CACFP Adult Day Care Letter and Income Application	PDF	Download	<ul style="list-style-type: none"> • Adult Day Care Organizations - print the updated forms. • Use for newly enrolled participants starting on or after 7/1/2016. • We recommend to distribute the income application and cover letter to in late August or early September. It must be given to <u>all</u> participants.
CACFP009	Approval Instructions		Download	<ul style="list-style-type: none"> • For child care organizations. • For internal use when approving income applications. • Do not distribute the instructions to families.
CACFP010	CACFP - Spanish IA Eligibility App	PDF	Download	<ul style="list-style-type: none"> • Use if needed for Spanish speaking households.
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	
CACFP014	ICAVES Directions			<ul style="list-style-type: none"> • Provides instruction on how to use the ICAVES Excel program listed below.
CACFP015	CACFP - FY17 ICAVES	Excel	Download	<ul style="list-style-type: none"> • Use this Excel program if desired to calculate the free and reduced-price eligibility on the Iowa Eligibility Application. • Open the worksheet, click on "Options", click on "Enable this Content", then "OK."
CACFP016	Ctr - CACFP Enrollment Form	Word	Download	<ul style="list-style-type: none"> • For childcare only. This form is not required for Adult Day Care Centers, At-Risk Meal Programs, Outside School Hours Child Care, or Emergency Shelters. • Print, copy and distribute to families annually at the end of August or early September. • 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. • You may use one form per family. • Families may update it by making changes and resigning at the bottom for up to three years. • You may develop or modify your own form enrollment form if it captures the required information. • Use the form to collect racial/ethnic data (keep confidential.) • Available in Spanish.
CACFP017	Ctr - Spanish CACFP Enrollment Form	Word	Download	<ul style="list-style-type: none"> • Use if needed for Spanish speaking childcare households.
CACFP018	Ctr - Media Release for Non-pricing Centers	Word	Download	<ul style="list-style-type: none"> • Print a copy, complete and send to local media outlet(s) <u>annually</u>. This fulfills your obligation. • You do not have to pay to have it published.) • 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. • Keep a copy on file at your center. Record the media outlet contacted and date of contact on the form.
CACFP019	Ctr - Media Release for Pricing Centers	Word	Download	
CACFP020	Ctr - FY17 Child Care Centers Calendar	PDF	Download	<ul style="list-style-type: none"> • Lists claim due dates, CACFP workshops and reminders for FY 2017.

				<ul style="list-style-type: none"> • Print a copy. • Post by your computer.
CACFP021	CACFP - Building for the Future Brochure	PDF	Download	<ul style="list-style-type: none"> • The brochure must be provided to families upon enrollment to inform them about the CACFP.
CACFP022	CACFP - Civil Rights Complaint Procedures and Form	Word	Download	<ul style="list-style-type: none"> • Use if you receive a civil rights complaint.
CACFP023	CACFP - IowaCNP Access Request Form/CACFP	PDF	Download	<ul style="list-style-type: none"> • Complete and send to the State agency if there are changes in the staff who access IowaCNP. • Use to report removals and additions when staff change.
CACFP024	Ctr - Diet Modification Request Form	PDF	Download	<ul style="list-style-type: none"> • Use if needed for participants with special dietary needs.
CACFP025	Ctr – Spanish- Diet Modification Request Form	PDF	Download	<ul style="list-style-type: none"> • Use if needed for Spanish speaking households.
CACFP026	Ctr - Adult Care Center Site Review Form	Word	Download	<ul style="list-style-type: none"> • For adult care centers - print a copy. • Use to conduct monitoring reviews.
CACFP027	Ctr - Center Site Review Form	Word	Download	<ul style="list-style-type: none"> • For child care centers - print a copy. • Use to conduct monitoring reviews.
CACFP028	Ctr - At-Risk Center Site Review Form	Word	Download	<ul style="list-style-type: none"> • For At-Risk centers - print a copy. • Use to conduct monitoring reviews.
CACFP029	CACFP - Appeal Procedures	PDF	Download	<ul style="list-style-type: none"> • Available if you are asked to repay funds or if we propose to terminate your CACFP agreement.
CACFP030	CACFP - Abbreviated Appeal Procedures	PDF	Download	<ul style="list-style-type: none"> • Available if the State agency denies, or proposes to deny your application.
CACFP031	CACFP - Suspension Appeal Procedures	PDF	Download	<ul style="list-style-type: none"> • 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.
CACFP032	Ctr - Instructions for Submitting Free and Reduced Information to hawk-i	PDF	Download	<ul style="list-style-type: none"> • Child care centers will receive a memo with instructions.
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"> • For child care center sponsors. • Use if needed to conduct household contacts.
CACFP035	CACFP - Team Nutrition Enrollment Form	PDF	Download	<ul style="list-style-type: none"> • Complete and send to Patti Delger if your center is not a Team Nutrition Program and wants to enroll. • Benefits include eligibility for grants when available.
CACFP036	Ctr - Schools with >50% Free and Reduced	PDF	Download	<ul style="list-style-type: none"> • Information used to determine eligibility for the At-Risk Program.
CACFP 037	CACFP – Spanish Infant Foods Tried at Home	PDF	Download	<ul style="list-style-type: none"> • Use if needed for Spanish speaking households with infants in care.
CACFP038	Ctr - FY 2017 Steps to Success Workshop Flyer	PDF	Download	<ul style="list-style-type: none"> • Lists Steps to Success online workshop information. • Lists the required modules for different types of centers. • Lists which modules are appropriate for each staff position.