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Date: April 22, 2016

To: Child and Adult Care Food Program (CACFP) Home Sponsors

From: Suzanne Secor Parker, Lead Consultant-Homes
Bureau of Nutrition and Health Services

Subject: Change in Provider Application Due Date and Time

Effective: June 1, 2016

Home Sponsor staff are responsible for managing and maintaining IowaCNP provider applications, and ensuring applications reflect a provider's current CAFD business.

Due to the change to IowaCNP, and to ensure applications are approved in time for claims to be submitted, the following describes the State Agency's (SA) policy regarding provider applications and supporting document. This policy will be effective starting with May 2016 provider applications and documents due in June.

1. **New and revised provider applications, provider registrations and documents (uploaded to IowaCNP) as needed to support application changes, and the summary list (automatically approved applications and dropped providers) are due no later than 7:30am, the 5th of the following month, or no later than 7:30am the following Monday if the 5th is on a Saturday or Sunday.**
2. New or revised applications can be submitted any time during the month. Sponsors do not need to wait until the due date and time to submit changes or upload documents.
3. Always check the requested effective date (Line 1 on provider application). Change it to the month/year needed.
 - a. Example 1: The selected effective date should reflect the month/year an application change is effective. If a provider email states he/she will start serving suppers on May 15, 2016, the requested application effective date will be May 2016. The provider's claim will include suppers starting on May 15.
 - b. Example 2: A provider's registration expired March 31, 2016. A Sponsor received the renewed registration May 10, 2016. The application effective date will be May 2016 (the month when the Sponsor received the registration).
4. Due to some problems with previous dates entered on some provider applications, the SA will require a specific effective date (month/year) to be selected for the application change.

- Each month Sponsors must let the SA know when applications are ready for review by emailing the summary list to CACFP.Registration@iowa.gov **no later than the new due day and time** (refer to #1 above).

A summary list is not required for a month if no applications automatically approved and no providers dropped CACFP participation. Send an email to the Registration address stating unapproved applications are ready for review.

- SA will start reviewing applications on the first day of the month or as soon as the first email notification is received.
- If there are incomplete or applications with errors for your organization, you will receive an email. Following is an email example:

See Unapproved Provider Application List. One or more applications were **Returned for Correction**.

Corrected applications will be reviewed (date).

Questions? Send email to CACFP.Registration@iowa.gov

- If you receive this email, go to the IowaCNP **Unapproved Provider Application List**. Refer to **Application Status** column where **Returned for Correction** notice is located.

Action	Site #	Provider	Tier	Provider Status/ Application Status
Details	0060	Last Name, First Name	Tier II Low	Active/ Returned for Correction

- Select **Details** in the Action column to open a provider’s application.
- Comment(s) to Organization/Provider** with the reason(s) why a provider application was not approved appears before the Effective Date (Line 1).

Comment(s) to Organization/Provider		Version: 7
Tier 1 Eligibility expired 1/31/2016.		
Effective Date		
1. Requested Application Effective Date:	<input type="text" value="02/01/2016"/>	

- Sponsors are responsible for correcting any errors noted on unapproved “Returned for Correction” applications by the requested date.
- Corrected applications will be reviewed and approved if identified corrections were made.
- If requested corrections are not made the application may not be approved until the following month.

Send an email to CACFP.Registration@iowa.gov if you have questions.