



# DEPARTMENT OF EDUCATION


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401 Federal Street Suite 2  
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Mark A. Holodick, Ed.D.  
Secretary of Education  
(302) 735-4000  
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August 31, 2022

## MEMORANDUM

**TO:** Child and Adult Care Food Program Sponsors

**FROM:** Aimee Beam, MS, RD, LDN   
Education Associate, Nutrition Programs

**SUBJECT:** **2022 Operational Memo #19**  
**FY 23 CACFP Reapplication**

Please see the attached instructions and documents for the reapplication process for Federal Fiscal Year 2023 (October 1, 2022 – September 30, 2023). You will want to note the following dates:

- October 11, 2022: Deadline for September 2022 claims
- September 30, 2022: Deadline for all FY 23 application information to be submitted

Please note the following assignments for reapplication. We ask that you contact the DDOE Nutrition person assigned to you with questions and for document submission.

Justine Flint justine.flint@doe.k12.de.us 302-857-3335	Heather Coverdale heather.coverdale@doe.k12.de.us 302-857-3398
Catholic Charities (Centers and Homes)	Boys & Girls Clubs of DE
City of Wilmington Parks and Rec	Children and Families First (Centers and Homes)
Delaware Parents (Centers and Homes)	KinderCare
EIBA – CBS Food Program	New Castle County Head Start
	YMCA
All other sponsors A - H	All other sponsors from I-Y

**October 2022 claims cannot be entered until all reapplication items are submitted and approved.**  
Please contact us with any questions at 302-857-3356.

Attachments (4):  
FY 23 CACFP Reapplication Instructions  
FY 23 Compensation Plan and Other Revenue Sources  
CACFP Written Code of Conduct

cc: Nutrition Team

## Child and Adult Care Food Program

### FY 2023 Reapplication Instructions

FY 2023 Application Packet in DENARS will be available on August 31, 2022. Applications must be completed and submitted to the State agency for approval by **September 30, 2022**.

#### DENARS Items

- I. Annual Audit Status Certification Form (FY 2021 audit) – Access this form under “Applications”.
  - i. Complete form; enter Sponsor’s 12-Month Fiscal Year.
  - ii. If your agency **expended less than \$750,000** in federal funds in the last complete fiscal year (FY 2021), you are **not required** to submit an audit. However, records must be available for review or audit by appropriate officials of the Federal agency, pass-through entity, and General Accounting Office (GAO).
  - iii. If your agency **expended more than \$750,000 in federal funds** in the last complete fiscal year (FY 2021), you **are required** to submit an audit that is in accordance with CFR 200 Uniform Guidance (Refer to attached 2022 Operational Memo #18 for more details).
  - iv. Nonprofit Sponsors must upload audits to the Federal Audit Clearinghouse website: <http://harvester.census.gov/facweb>
  - v. For Profit Sponsors must submit a copy of the audit directly to your assigned DDOE Field Agent.

NOTE: If audits are required, but are not complete, applications will **NOT** be approved for FY 23.
- II. Application Packet: Review each form and update if needed (forms may rollover in approved status. If this happens, only modify if changes are needed)
  1. Sponsor Application
    - i. Notify State agency if there is a change in sponsor contact email information to ensure the DDOE contact list is updated. Please send changes to Jeremy Coleman at [Jeremy.coleman@doe.k12.de.us](mailto:Jeremy.coleman@doe.k12.de.us)
  2. Board of Directors/Principals
    - i. This **MUST** be completed with personal information that is different from the sponsor contact information (address, phone number, DOB, etc.)
    - ii. Board members cannot hold management positions in the company, such as Executive Director

## Child and Adult Care Food Program

### FY 2023 Reapplication Instructions

- iii. You must click Revise, and then open, review, modify, and save each individual Board member
3. Sponsor Budget
    - i. Revise your budget to reflect current Program anticipated expenditures.
      1. Complete both CACFP and non-CACFP funds columns
    - ii. Answer the financial system question under the Grand Total section of the budget, and
    - iii. If budget reflects more than a 10% increase in expenditures you must provide written explanation for increase, and
    - iv. Include a Compensation Plan\* for labor details (template attached)
      1. Both administrative and operational labor must be documented
      2. If you sponsor more than one site you can submit separate compensation plans or indicate employment location for each staff member
      3. Complete all sections of the \*Compensation Plan including pre-approval equipment requests, and list all other funding sources
      4. The Compensation Plan can be uploaded and attached to the Budget in DENARS
  4. Sponsor Management Plan (sponsors of more than one site only)
    - i. Identify the position/staff person for each responsibility
  5. Center and Provider Applications
    - i. Review all information and update if needed
    - ii. Update Months of Operation; ensure months checked are covered by the current license. *For example, if the license expiration date is May 30, 2020, the following months should only be checked: Oct, Nov, Dec, Jan, Feb, Mar, Apr, and May. Uncheck all other months.*
    - iii. Certify Center/Provider Application.
  6. Rosters(s) – As of April 1, 2019 rosters are no longer maintained in DENARS. It is a USDA requirement for CACFP that all sponsors must maintain site level rosters of enrolled children at all times.
    - i. Reminder: At-Risk sites and Emergency Shelters do not require a roster. Attendance records must be made available upon request by reviewers.

## Child and Adult Care Food Program

### FY 2023 Reapplication Instructions

#### Hard copy documents required:

**Not an all-inclusive list, other documents may be required.**

- I. Administrative Costs Narrative (FDCH sponsors only)
- II. Allocation Formula Form (if applicable)
- III. Monitor/Home Ratio Analysis Form (Sponsors of FDCH or Centers >25)
- IV. Procurement Packet (if applicable)
  - i. Bid packet
    1. RFP, IFB, Bid Advertisement, etc.
  - ii. Vendor contract
- V. Written requests (refer to Budget section above)
- VI. Compensation Plan (refer to Budget section above)
- VII. Training: FY 23 CACFP Reapplication Training Checklist will be sent as a separate operational memo
- VIII. Written Code of Conduct (New permanent document, required for all Sponsors)

Reminder - Renewing institutions must meet Performance Standards - VCA (*financial viability and financial management, administrative capability, and program accountability*).



FY 2023 Compensation Plan - CACFP

Directions: Complete this form for all staff that will be paid with CACFP funds for FY 2023. The pay rate on this form should match the pay rate at the time your DENARS budget is submitted at reapplication. Budgets and compensation plans must be revised if pay rates change or staff changes.

Sponsor Name:

Position, Staff Name and Duties per DENARS Budget	Administrative or Operational	# staff in the Position	CACFP Hours/Week	Hourly Wage	# of Weeks/Year	Total CACFP Salary/Year
<p><b>EXAMPLE:</b> Position: Cook (Include staff name)</p> <p>Duties: Create menus, preparing and serving food, taking point of service meal counts</p>	Food Service Labor	1	40	7.25	50	\$14,500.00
<p><b>EXAMPLE:</b> Position: Assistant Director (Include staff name)</p> <p>Duties: Collecting/evaluating IEFs, determining F/R/P income, tallying monthly meal count and attendance sheets, entering data in DENARS (for CACFP payment monthly).</p>	Admin Labor	1	15	10	50	\$7,500.00
Position/Staff Name:						
Duties:						\$0.00
Position/Staff Name:						
Duties:						\$0.00
Position/Staff Name:						
Duties:						\$0.00

Position/Staff Name:





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## Child and Adult Care Food Program (CACFP) Written Code of Conduct

[Insert Sponsor Name]

**Policy:** CACFP Written Code of Conduct

**Regulation:** 7 CFR 226.22(d), 2 CFR Part 200.318, formerly 7 CFR Part 3016.36(b)(3), State Procurement Code and Regulations, and [Insert Sponsor Name] Department of Purchasing.

**Procedures:** [Insert Sponsor Name] seeks to conduct all procurement procedures:

- in compliance with stated regulations; and
- to prohibit conflicts of interest and actions of employees engaged in the selection, award and administration of contracts.

No employee, officer or agent of the grantee shall participate in selection, or in the award or administration of a contract supported by Federal, State or local award funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when:

- (1) The employee, officer or agent;
- (2) Any member of his immediate family;
- (3) His or her partner; or
- (4) An organization which employs, or is about to employ, any of the above, has a financial or other interest in the firm selected for award.

The institution's officers, employees or agents shall neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to subagreements.

Institutions may set minimum rules where the financial interest is not substantial or the gift is an unsolicited item of nominal intrinsic value. To the extent permitted by State or local law or regulations, such standards of conduct shall provide for penalties, sanctions, or other disciplinary actions for violations of such standards by the institution's officers, employees, or agents, or by contractors or their agents. Based on the severity of the infraction, the penalties could include a written reprimand to their personnel file, a suspension with or without pay, or termination.

For questions and concerns regarding procurement solicitations, contract evaluation, and award, contact:

### Sponsor Contact

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_