

2022-2023 Child and Adult Care Food Program (CACFP) Renewal Application

Annual Application Requirements

All organizations participating in Child and Adult Care Food Program (CACFP) must renew their participation in the Program annually, which begins October 1 of each year and ends on September 30. Federal and state regulations prohibit Child Nutrition Programs from paying claims for meals served prior to the approval of the annual renewal agreement. This means that **the organization may not retroactively submit claims for meals served prior to approval of the renewal application.** To receive reimbursement for meals served in **October 2022, your Application Packet must be submitted and approved prior to October 1. If the organization does not have an approved application prior to October 1, 2022, and meals are served, the organization may not receive federal and state reimbursement for those meals.**

There are several steps that must be completed in order to submit the application, so please be sure to leave enough time to complete the application and submit the requested documentation. A checklist is included below to ensure that all sections have been completed.

Child Nutrition Programs (CNPs) Harvest System

The 2022-2023 CACFP application will be completed in the Agency of Education's Child Nutrition Programs (CNPs) Online Application and Claiming System called [Harvest](#). Programs will have the option to roll over prior year information into the new Program year. Please be aware that some questions have been restructured and new questions have been included in the application, which may require additional information to be added. Organizations must still review all areas of the application to ensure the information is correct and up to date. Any incorrect or outdated information must be updated to reflect current operations.

We have updated Harvest to allow certain parts of the application to be saved without completing all required fields. This includes the Budget Tab and sections of the Management Plan. Please be aware any other sections of the application will be required to be fully completed in order to save the information. Please remember to click save before moving onto each Tab to avoid losing the information you've entered. Please be sure to submit the site/provider application(s) prior to submitting the main application.

The deadline for submitting your renewal application is Friday, August 26, 2022. Child Nutrition Programs will work as quickly as possible to review and approve all renewals once they have been submitted.

Online Renewal Application Instructions:

The online renewal application has nine sections that must be revised and completed to submit the application for approval. These include:

- Organization Profile** – includes the SAM UEI number and expiration date, highest level of contact at the organization, foodservice management company or vendor information, and CACFP participation. For SAM UEI issues, please contact Shawna Coutu at Shawna.Coutu@vermont.gov. Programs can access the [SAM UEI transition training slides](#) on how to update this information.
- Organization Info** – includes questions related to basic organization information such as physical and mailing address.
- Contact Info** – must include the program, director/owner, claim preparer and authorized individual contact information.
- General Questions** – includes questions related to the receipt of Federal funds and business integrity practices.
- Ethnic and Racial Data** – supply the organization’s racial and ethnic geographical location data using the Census data link provided.
- Independent/Sponsoring/DCH Budget** – complete the budget to include the anticipated costs of operating the CACFP.
- Management Plan** – provide financial documentation and outline the organization’s policies and procedures for administering and monitoring its own operations and those of its sponsored facilities.
- Site/Provider Application(s)** – provide site/provider specific information related to operations and meal services.
- Acknowledgement and Certification** – acknowledging that the information submitted is true and correct and that the organization or its sponsored sites have not been excluded from participation in Federal programs.

If you have any questions, please do not hesitate to contact our office.

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