

**ANNUAL UPDATE OF CACFP MANUAL
for Sponsoring Organizations of Day Care Homes**

Sponsor Name: _____

Date: _____

PLEASE NOTE: These Program memoranda were sent to Sponsoring Organizations of Day Care Homes at the time of initial distribution and should be kept in the Sponsor's CACFP files. In order to ensure that Sponsoring Organizations maintain a complete file, once a year Sponsors have the opportunity to order any items from the last fiscal year that have been misplaced. The description column provides information on the content of the policy memo (DOH-CACFP #) or informational mailing (Year/Number).

Code	Name	Issue Date	Description	Check If Ordering
Policy Memos				
DOH-CACFP #104	Appealing an Adverse Action by CACFP	7/05	Describes procedures for Sponsoring Organizations to appeal adverse actions taken by CACFP against the organization. Supersedes DOH-CACFP #1 – How to Contest an Adverse Action (3/95)	
DOH-CACFP #105	Appealing a Suspension from CACFP	7/05	Describes procedures for Sponsoring Organizations to appeal the suspension of an organization by CACFP. Supersedes DOH-CACFP #1 – How to Contest an Adverse Action (3/95).	
DOH-CACFP #106	Appealing an Adverse Action by CACFP – Denial of an Application	7/05	Describes procedures for Sponsoring Organizations to appeal when CACFP denies an application for participation from an organization. Supersedes DOH-CACFP #1 – How to Contest an Adverse Action (3/95).	
DOH-CACFP #113	Submission of Monthly Claims via E-Mail	4/07	Reviews options for claim submission and outlines the requirements for submission of the monthly claim by E-mail.	
DOH-CACFP #115	Requirement for Collection of Annual Enrollment Forms; Forms are Now Available Forms from the State	10/07	Reminds Sponsoring Organizations of the requirement to collect annual enrollment information for each child in a family day care home.	
DOH-CACFP #116H	Crediting Vegetable Products in CACFP Meals	1/08	Provides current list of alternate protein products (APPs) that are creditable in CACFP.	
DOH-CACFP #117H	Requirement to Distribute Information to Participating Families	1/08	Reminds Sponsoring Organizations that family day care providers must provide information regarding WIC benefits to families with children under the age of six years.	
DOH-CACFP #120H	Obligations of Family Day Care Homes to Offer CACFP Meals to All Infants Enrolled in Care: Requirements and Recordkeeping	2/08	Replaces Policy Memos 83, 84H and 86. Summarizes the CACFP policy memo that guides infant menu development for reimbursable meals.	
Mass Mailings				
2007-28	Transmittal of Mealtime Memos for Child Care	12/10/07	Transmits three Mealtime Memos for Child Care: 2007-07 – Using Seasoning in Cooking for Children; 2007-08 – Cooking with Fresh Vegetables: Focus on Carrots; 2007-09 – Beverages for Children	

Code	Name	Issue Date	Description	Check If Ordering
2007-29	New Resources Available to Sponsors	12/10/07	Describes resources now available to CACFP Sponsoring Organizations of Day Care Homes.	
2008-03	Transmittal of Mealtime Memos for Child Care	3/19/08	Transmits three Mealtime Memos for Child Care: 2007-10 – Cooking with Fresh Vegetables: Focus on Broccoli; 2007-11 – Healthy Classroom Celebrations; 2007-12 – Iron Nutrition for Children	
2008-04	Hunger Prevention and Nutrition Assistance Program Information	4/10/08	Transmits an updated listing of the services offered by the Hunger Prevention and Nutrition Assistance Program (HPNAP).	
2008-07	Transmittal of Mealtime Memos for Child Care	7/1/08	Transmits three Mealtime Memos for Child Care: 2008-01 – Cooking with Fresh Vegetables: Focus on Sweet Potatoes; 2008-02 – Creative Menu Planning; 2008-03 – Drinking Water for Good Health	

Submit your order
using **ONE** of these options:
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Mail to:
CACFP – Homes Unit
150 Broadway FL 6 West
Albany, NY 12204-2719

OR

Fax to:
(518) 402-7252

OR

Email to:
cacfp@health.state.ny.us