



State of New Jersey

DEPARTMENT OF AGRICULTURE
DIVISION OF FOOD AND NUTRITION
PO Box 334
TRENTON NJ 08625-0334

PHILIP D. MURPHY
Governor
SHEILA Y. OLIVER
Lt. Governor

DOUGLAS H. FISHER
Secretary

TO: Child and Adult Care Food Program (CACFP) Renewing Institutions

FROM: Stephanie Mullin, State CACFP Coordinator
Child and Adult Care Food Program
Division of Food and Nutrition

DATE: September 2021

SUBJECT: FY2022 CACFP "Annual Certification" – Renewal Application Approval Process
New CACFP System Online Application Link

The New Jersey Department of Agriculture is please to announce the launch of a new and improved online Child and Adult Care Food Program Application and Reimbursement Electronic System, known as the **CACFP CARES 2.0 System**.

The new system link will be available during the week of September 27th 2021.

When you log into your existing myNewJersey portal login at nj.gov, (same log in for the current CACFP CARES system), you will find a 2nd Child and Adult Care Food Program CARES 2.0 link has been added for completing the FY2022 CACFP Renewal Application process.


The New CACFP CARES 2.0 System link will be available the week of September 27, 2021 and appear in your existing portal account, as shown below:

The screenshot shows the myNewJersey portal interface. At the top is the logo "myNewJersey powered by njait". Below it is a blue header bar labeled "Agriculture". Underneath, there are two links, each with a red apple icon. The first link is "NJCARES (CACFP Application and Reimbursement Electronic System) (system test 64-bit)" and is labeled "Current CACFP System". The second link is "Child and Adult Care Food Program (CARES 2.0)" and is labeled "New CACFP System".

New CACFP System Home Page- Click on CACFP Application tab:

State of New Jersey
Department of Agriculture

Hi NJPom! [Logout](#)



Child and Adult Care Food Program (CACFP) Application
CARES System

Child and Adult Care Food Program (CACFP) Application
CARES System

Division of Food and Nutrition

! CACFP Announcements


NO: |

[Link Test #2 \(8/25/2021\)](#)


[NPS Level Test \(8/5/2021\)](#)

VIO!wNI

CACFP CARES System



[CACFP Application](#)



[CACFP Reimbursement](#)

NJDA Websites

[NJDA CACFP Website](#) [NJDA Food and Nutrition Website](#) [NJ Farm to School](#)
[USDA Food and Nutrition Website](#) [USDA Team Nutrition](#) [USDA Nondiscrimination Statement](#)

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Child and Adult Care Food Program Application and Reimbursement Electronic System Training Manual and Program Resources



See the Announcements and **“Resources”** tab in the banner for the CACFP FY2022 Renewal Application Training Manual, Recorded Webinar Trainings and Program Resources:

1. Log in and Home Page
2. Click on CACFP Application tab
3. Click on Resources tab in the top banner to access training manual and webinars

To begin the FY2022 CACFP Renewal Application and Annual Certification Process your institution will need to complete the following:

For the FY2022 Agreement year, the New Jersey Department of Agriculture (NJDA) Child and Adult Care Food Program, will again utilize the expedited, “*Annual Certification*” renewal application process. See attached FY2022 Annual Certification form to be completed as part of your FY2022 CACFP Application renewal process.

Per USDA Policy Memo CACFP 19-2011 “institutions will no longer be required to re-apply after submitting their initial application; rather they will be required to submit annually updated and required information.”

- 1. Complete and sign the attached Annual Certification form**
- 2. Log into existing myNewJersey portal.**
- 3. Click on the Child and Adult Care Food Program (CARES 2.0) link**
- 4. Click on the CACFP Application tab**
- 5. Click on, complete, and submit for approval the Institution Information section**
- 6. Upload required CACFP records under “Documents” at the bottom of screen:**

Documents

Select the document type from the list and upload the file.

Document Type

[Browse and upload](#)

Search:

Show entries

Agreement Year	Document Type	File Name	Uploaded Date & Time	Uploaded By	Status	Delete
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7. Click on Submit and Return to Application Summary Screen
8. Review and complete all remaining Application Summary Sections
9. Click on and complete Management Plan Section
10. Upload FY2022 Annual Certification form under “Documents” at the bottom of Management Plan screen
11. Update all required annual application records
12. Submit your CACFP online CARES application for approval, no later than the submission deadline of October 31, 2021

The Annual Certification renewal process will again be conducted in two separate phases.

Phase One – TO RECEIVE YOUR FY2021 CACFP RENEWAL APPLICATION APPROVAL

Phase One – Steps needed for Initial CACFP Application Approval:

- 1) Institutions must review and update all FY2022 CACFP CARES Application outdated and/or missing application records.
- 2) Institutions must submit for approval updated FY2022 CACFP CARES Application.
- 3) Institutions must complete, sign, and submit the FY2022 Annual Certification Form (attached) and upload into Management Plan section of online application no later than October 31, 2021.

Upon receipt of your Institution Annual Certification Form and submission of your online CACFP CARES Application, a State Agency institution application approval review and verification will be conducted. If eligible, the Institution will receive FY2022 CACFP CARES system approval and claiming for reimbursement can continue.

Next step is to submit any remaining, annually required program records during the Phase Two portion of the CACFP Annual Certification Renewal Process.

Phase Two – Submit Required Annual Program Documents for Final Approval By October 31, 2021

Phase Two – Steps needed for Final CACFP Application Approval

- 1) Institution will complete all FY2022 Annual Required Records:
 - a. Review, Complete, and Submit: FY2022 Annual CACFP Budget
 - b. Upload: Family Day Care Sponsors upload Budget Form
 - c. Upload: Annual Audit Letter or Audit Exemption Letter
 - d. Upload: Monitoring Form and Monitoring Schedule (Sponsoring Organizations Only)
 - e. Upload: Outside Employment Policy (Only, if update is needed)
 - f. Upload: Procurement Standards
 - g. Upload: Procurement Plan
 - h. Upload: Procurement Standard Code of Conduct
 - i. Upload: For-Profit Adult Day Care – Submit copies of Title XX or XIX Participation
 - j. Upload: For-Profit Child Care - Submit copies of Title XX or Free\Reduced Eligibility Record
 - k. Upload: Annual Food Service Contract or Contract Addendum (Vended Meal Service Only)

- 2) I certify that if an Annual Budget and other annually required application renewal records are not submitted by the Institution to the State Agency by October 31, 2021, per 2 CFR 200.318 “Remedies for noncompliance,” the State Agency may temporarily withhold cash payments (reimbursement) pending the institution submission of approved corrective action(s) for this deficiency.
- 3) Institution will upload all completed records to the NJDA CACFP CARES 2.0 online system application.
- 4) State Agency will review records submitted for compliance and request corrective actions (if needed) and grant final application approval.

Requirement: Through submitting the Annual Certification form, your institution certified that any application information that has changed since September 1, 2021 in your institution FY2021 application will be updated in the new CACFP FY2022 application system and all annually required program application records will be submitted to the State Agency or are being submitted separately from the Annual Certification form to the State Agency by October 31, 2021.

Per 7 CFR 226.7(g) An institution must submit all other annual, required program records to the State Agency for review and approval.

An updated FY2022 Annual Budget and other annually required application renewal CACFP program records have been submitted or will be submitted to the State Agency under a separate email(s), no later than October 31, 2021.

Your institution certified that if an Annual Budget and other annually required application renewal records are not submitted by the Institution to the State Agency by October 31, 2021, per 2 CFR 200.318 “Remedies for noncompliance,” the State Agency may temporarily withhold cash payments (reimbursement) pending the institution submission of approved corrective action(s) for this deficiency.

NJDA CACFP Annual Certification Renewal Process forms, are attached to this email and will be available shortly at the [FY2022 ANNUAL CERTIFICATION – For Approved/Returning CACFP Institutions](#) link on the NJDA CACFP State Agency website link below. CACFP guides and program resources are also available at the New Jersey Department of Agriculture Child and Adult Care Food Program’s State agency website link below:

<https://www.nj.gov/agriculture/divisions/fn/childadult/food.html>

How will you know you have received Final CACFP Application Approval?

FY2022 APPROVAL APPLICATION APPROVAL LETTER EMAIL

When your application is granted approval, you will receive an email with your FY2022 CACFP Application Approval notification letter. The FY2022 Uniform Guidance Memo and CACFP Appeal Procedures for fiscal year 2022 will be posted in the New CACFP CARES 2.0 System Resources and Announcements sections. These program documents must be reviewed annually by your institution’s responsible principals and maintained in your program files.

Please continue to operate your sponsorship in accordance with all applicable state and federal

requirements. The CACFP Federal Regulations, 7 CFR 226.6, which states institutions must demonstrate that their agency meets the requirements of financial viability, administrative capability, and organizational accountability. Failure to operate the Program in conformance with these required performance standards as set forth in 7CFR 226.6(b)(1)(xviii) and (b)(2)(vii) will constitute a serious deficiency to your sponsorship in Program Management.

CACFP forms, guides and resources are also available at the New Jersey Department of Agriculture Child and Adult Care Food Program's State Agency website link below:

<https://www.nj.gov/agriculture/divisions/fn/childadult/food.html>

REMINDER - CACFP CARES REIMBURSEMENT CLAIMS - TRAINING RESOURCES COMING SOON!!

Beginning with the October 2021 CACFP Reimbursement claim, if your application is approved to begin in October 2021, your institution will be eligible to claim reimbursement in the new CACFP CARES 2.0 online system, all Institution's must have a "Active" and verifiable SAM Registration Expiration Date listed in your CACFP CARES Application and all Approved Facilities must have a "Current" License uploaded and approved in the CACFP CARES system for claiming reimbursement for each facility.

In addition, CACFP Reimbursement may only be claimed for eligible meals served to "enrolled CACFP participants at centers and homes, and to participants served meals through an approved At-Risk Afterschool meals program, during the claim month. Your Institution is eligible for CACFP Reimbursement only when meals are actually served, program requirements met, and records to support your meal service operation are maintained, as required by CACFP Federal Regulations listed in 7 CFR 226. CACFP funding cannot be claimed for an institution that is closed and not serving meals.

PLEASE BE REMINDED it is important to submit and certify reimbursement claims timely. Federal regulations state, "only reimbursement claims certified to state agencies within 60 days following the end of the claiming month, shall be eligible for reimbursement. If your claim is received after the 60-day federal deadline, it is considered late." USDA only allows late payments of one month's reimbursement claim, only once every 36 months.