



Division of Child Care & Early Childhood Education
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MEMORANDUM

TO: All CACFP Programs
FROM: DCCECE / HNU
DATE: 9/20/2022
SUBJECT: 15-Day Notifications and CACFP Applications Correspondence

NOTICE

The 2022-2023 CACFP Application open enrollment commenced on August 1, 2022, and will end on September 30, 2022.

Please ensure your 2023 application has been completed in its entirety and includes the following:

- **On-Line Documents** - Completion of all online modules
- **Paper Documents** - All required documents should be uploaded
- **Training Status** - 2022-2023 CACFP Annual and/or CACFP New Participant trainings should be completed prior to approval with training date checked and a copy of the certificate uploaded in the Paper Documents Section.

Your CACFP Application Coordinator will reach out to you via email and send you a **15-Day Notification** that will identify items that are missing in your application. It is imperative that you act immediately and complete remaining tasks upon receiving the notification from your Application Coordinator. Failure to complete the tasks needed by the application deadline could result in a denial determination or cause an interruption with your billing.

Applications must be completed and submitted prior to September 30, 2022, by the end of business day (5:00 pm).

Please keep this memo on file for quick and easy reference. A copy is also available on the resource library under SNP Mass Alerts 2022.