



Division of Child Care & Early Childhood Education  
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## MEMORANDUM

TO: ALL CACFP PARTICIPANTS  
FROM: DCCECE/ HNU  
DATE: SEPTEMBER 12, 2022  
SUBJECT: **2023 Child and Adult Care (CACFP) Application Submission Deadline Reminder**

**Friendly reminder, the CACFP Applications must be completed and submitted prior to September 30, 2022, by 5:00 pm.** All applications will be time and date stamped electronically upon submission. Any application submitted after the deadline will not be accepted and could be denied or ineligible to claim for October. If you choose to submit your application at the last minute, you will run the risk of not having your application processed in a timely manner.

Please ensure your application has been completed in its entirety and including the following: **Online modules, uploaded documents, CACFP or CACFP At-Risk Annual Training for 2022-2023.** The CACFP check list can be found in the SNP Resource Library.

[Existing CACFP Provider Checklist \(arkansas.gov\)](#)

[Existing CACFP For Profit Provider \(arkansas.gov\)](#)

Remember, CACFP 2022-2023 Online refresher training is available **on demand** in the SNP Resource Library, no registration is required. Please see the link below.

[CACFP Online Refresher Training Guidelines PY 2022-2023.pdf \(arkansas.gov\)](#)  
[CACFP At-Risk Online Refresher Training Guidelines PY 2022-2023.pdf \(arkansas.gov\)](#)

Do not forget to log into the SNP system and check the status of your application. **Approved/Amended** means you have completed the application process and you are ready to begin your 2023 Child and Adult Care Food Program. If your status shows **Pending Approval** means you need to contact your Application Coordinator to see if additional information is needed for your application. **Pending Submission** means your application has not yet been submitted and has not been received by your Application Coordinator.

**Best Practice:** Schedule an appointment with your Application Coordinator to review your application and ensure that your application has been completed with accuracy and in a timely manner before submitting the application for approval. We look forward to a successful CACFP new year!

### Application Coordinators

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It is highly recommended that you keep a copy of this MEMORANDUM on file for quick and easy reference. A copy is also available in the resource library under HNP Mass Alerts 2022.