



**Division of Child Care & Early Childhood Education**  
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**MEMORANDUM**

**TO: ALL 2022-2023 CACFP PARTICIPANTS**  
**FROM: DCCECE / HNU**  
**DATE: JULY 29, 2022**  
**SUBJECT: CACFP APPLICATION OPEN ENROLLMENT NOTIFICATION**

Applications for the CACFP 2022-2023 fiscal year will be open to all providers starting August 1, 2022. Please remember the CACFP check list can be found in the SNP Resource Library.

**Your CACFP Application Coordinator will reach out to you to schedule an appointment** to answer any questions or concerns you may have regarding your application prior to submitting your application for review.

**Below are several deadlines that should be taken into consideration during the application cycle:**

- **Applications must be completed and submitted prior to September 30, 2022, by the end of business day (5:00 pm).**  
**Please ensure your application has been completed in its entirety and includes the following:**
  - Online modules located under “Item Description” in the SNP site have been completed.
  - All required documents should be uploaded into the SNP site.
  - Documentation of completion of annual training should be uploaded: **CACFP Refresher training for Program Year 2022-2023 or CACFP New Participant Training** should be completed prior to approval.
- Friendly reminder, **the deadline for Institutions that are requesting commodities is September 30, 2022**, and only institution with previous CACFP history will be allowed to participate in the Commodity Program.
- **Please endeavor to reach a point in your application where you can click the submit button before the deadline!**

Once your application has been submitted, your Application Coordinator will expeditiously process your application within 30 days for a final determination. Failure to accurately complete the application may result in a denial determination or it may cause an interruption with your billing. If you have questions or concerns regarding the program, please do not hesitate to contact your assigned Application Coordinator.

We are excited to be working with you and look forward to a successful CACFP program year!

**APPLICATION COORDINATORS**

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