



Division of Child Care & Early Childhood Education
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MEMORANDUM

TO: ALL 2023-2024 CACFP PROVIDERS
FROM: DCCECE / HNU
DATE: JULY 24, 2023
SUBJECT: REQUIRED CACFP DOCUMENTS



The Health and Nutrition Unit (HNU) heard you loud and clear! The HNU Application Team is proud to announce that the team has taken steps to reduce and merge the number of documents required for the 2024 CACFP recertification. The Recertification Statement will condense 20 documents into one form. Therefore, it is imperative that you read and complete the form in its entirety.

BUT WAIT! There's more. Sponsors are required to submit a few documents which are listed below for the 2023-2024 the CACFP Recertification. Please click on each form to get started.

1. [Recertification Statement](#)
2. [Notice of Action](#)
3. [List of Enrolled Eligible \(For-profit Centers only\)](#)
4. [Less Than Arm's Length](#)
5. [Executive Order](#)
6. [CACFP Management Plan](#)
7. [CACFP Food Service Contract \(If applicable\)](#)
8. [Daycare Center Meal Rate Calculator](#)
9. [CACFP At-Risk Meal Rate Calculator](#)
10. [Non-Food Operational Expense Cost Allocation](#)
11. [The CACFP Non-Profit Food Service Account Tracker](#) will be optional. However, if a Sponsor decides to use their own tracking system the information must be clear and identify all the information the State Agency is requesting. If the Sponsor does not have any tracking system in place, the Sponsor is required to complete the CACFP Non-profit Food Service Account Tracker and maintain it thorough out the year for review purposes.

If you have any questions, please do not hesitate to contact your Application Coordinator. As always, our aim as a State Agency is to ensure that your Food Program is successful! Thank you for your participation in the CACFP.

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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 on the Resource Library under **2023 Mass Alerts**. If you have any questions regarding this memo, please contact your Program Specialist at: 501-682-8869.