



Division of Child Care & Early Childhood Education
P.O. Box 1437, Slot S155, Little Rock, AR 72203-1437
P: 501.682.8869 TDD: 501.682.1550

MEMORANDUM

TO: ALL 2023-2024 CACFP PROVIDERS
FROM: DCCECE / HNU
DATE: JULY 17th, 2023
SUBJECT: FOOD PROGRAM CONTRACTS



Friendly reminder, applications for the CACFP 2023-2024 Fiscal Year will open to all providers on August 1, 2023. Therefore, it is imperative that you start working with your contractors to ensure that the required documents are completed in their entirety, submitted, and approved by the State Agency prior to the final application approval, per citations [48 CFR 31.205-33-Professional and Consultant Service Costs](#) and [7 CFR 226.22 Procurement Standards](#).

Professional and/or Consultants Services: persons who are members of a particular profession or possess a special skill and who are not officers or employees of the non-Federal entity. The qualifications of the Professional and/or Consultant must be clearly identified in the contract.

Services: Professional and/or Consultant Services are generally acquired to obtain information, advice, opinions, alternatives, conclusions, recommendations, training, or direct assistance, such as studies, analyses, evaluations, liaison with Government officials, or other forms of representation.

*Please be advised that all Professional and Consultant Services contracts must adhere to citation 48 CFR31.205-33 and identify all required information. Failure to comply may result in unallowable costs.

Professional and/or Consulting Services are as followed but not limited to:

- Attorneys
- Accountants
- Contractors
- Consultants
- FSMC
- Other services that can provide services that the sponsor cannot provide themselves.

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.

Application Coordinators

Linda Pippins, 501.320.8971
linda.f.pippins@dhs.arkansas.gov

Aurora Blake, 501.320.6403
aurora.blake@dhs.arkansas.gov

Sandra West, 501.320.8969
sandra.west@dhs.arkansas.gov

Katie Razer 501.396.6156
katherine.razer@dhs.arkansas.gov

Louise Fenton, 501.396.6361
louise.fenton@dhs.arkansas.gov

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.