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| dhs | Division of Child Care and Early Childhood Education  | Detailed color version of the Great Seal of the State of Arkansas. |
| P.O. Box 1437, Slot S140 · Little Rock, AR 72203-1437501-682-8590 · Fax: 501-683-6060 · TDD: 501-682-1550 |

MEMORANDUM

 TO: All Child and Adult Care (CACFP) Participants

FROM: Health and Nutrition Program Unit

DATE: October 24, 2016

SUBJECT: URGENT! 2016-2017 CACFP Program Application

This is a **reminder** that the 2016 – 2017 Child Care and Adult Program’s (CACFP) on-line application process is open. With the requirements related to providing supporting documentation and justifications related to the budget component**, WE STRONGLY ENCOURAGE ANY PROVIDERS THAT HAVE NOT STARTED WORKING ON THEIR APPLICATION TO DO SO IMMEDIATELY!**

We are here to provide you with assistance and guidance with this process.

Please keep this memo on file for quick and easy reference. A copy is also available on the resource library under CACFP forms. If you have any questions regarding this memo, please contact your Program Specialist at: 501-682-8869.

Thank you for your cooperation in this matter.