



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

**TO:** 2022 Child and Adult Care Food Program (CACFP) Participants  
**FROM:** DCCECE / HNU  
**DATE:** September 13, 2021  
**SUBJECT:** CACFP Open Enrollment Notification

Applications for the CACFP 2022 fiscal year is open to all providers. Today marks the 44th-day mark, and that means there is only 17 days left before the deadline. We are extremely excited about the new 2022 year. Please remember that the CACFP check list can be found in our Resource Library. We look forward to a successful CACFP new year!

- 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.
- **Applications must be completed and submitted prior to September 30, 2021, by the end of business day (5:00 pm).** Please ensure your application has been completed in its entirety and including 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.
  - All CACFP 2022 trainings should be completed prior to approval.

Once your application has been submitted, your Application Coordinator will expeditiously process your application within 30 days for a final approval or denial determination. Failure to accurately complete the application may result in a denial determination or it may cause an interruption with your billing.

### Best Practices:

- Schedule an appointment with your Application Coordinator to review your application.
- Stay up to date on your annual CACFP trainings. Remember, CACFP refresher training is available online and on demand, no registration is required.
- Make sure all documents have been accurately completed and uploaded into the SNP site.
- Speak with your Application Coordinator to ensure your application has been completed with accuracy and on a timely manner before submitting the application for approval.

If you have questions or concerns regarding the program, please do not hesitate to contact our Application Coordinators. Thank you for your participation with the CACFP program and we look forward to working with you.

### **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 **2021 Mass Alerts**.