



Division of Child Care and Early Childhood Education



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MEMORANDUM

Revised

TO: ALL 2020 CACFP PARTICIPANTS
FROM: Health and Nutrition Program Unit
DATE: August 22, 2019
SUBJECT: REVISED 2020 CACFP APPLICATION DEADLINE ALERT

The following is an urgent notice regarding the 2020 Child and Adult Care Food Program: Currently there are over 300 providers that have yet to start their CACFP application. You only have until the end of next month to submit your application for CACFP. The deadline is **September 30, 2019** by close of business. Any application that is submitted after the deadline will not be approved, thus you will lose the opportunity to make your first claim for the new fiscal year.

Currently there are almost 150 applications in Pending Submission. If your application is still in pending submission at close of business on **September 30, 2019** your application will not be approved in time to eliminate any interruptions in your billing. In order to get your application to Pending Approval you have to successfully click on the "Submit Application to SNP" button at the bottom of your application checklist. If successful, you will receive an alert that your application has been successfully submitted to SNP. Your application status will change to "Pending Approval" and at the bottom of your checklist there will be the date and time that you submitted your application.

Please check the status of your application immediately. If your application is "Approved/Amended" you have completed the application process and you are ready to continue with your claims for 2020. If your application is in "Pending Approval" you have not been approved by your coordinator. Contact your coordinator immediately to find out what you need to do to complete your application. A lot of applications have been assigned new coordinators. Please check your application to see who is assigned to you. If your application is in "Pending Submission" your application has not even reached the point to being reviewed. You run the risk of not having your application approved in time.

If you have yet to open your 2019 SFSP application, time is running out. For those institutions that choose to submit their application at the last minute run the risk of not having your application processed in a timely manner.

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