



Memorandum

To: Child and Adult Care Food Program- At Risk Afterschool Providers
CC: Joy Nolan, CACFP Program Manager, Health and Nutrition Programs
Linda Pippins, CACFP Program Coordinator, Health and Nutrition Programs
From: Vickie Stewart, Technical Assistance Unit Manager
Date: 12/8/2015
Re: Submit your holiday time changes and site closing notices by email and upload to your application

CACFP At-Risk Afterschool Program Providers, the holiday season is upon us. Unannounced Site Visits and Compliance Reviews are currently being conducted. The Health and Nutrition Program (HNP) Unit must always be notified when your facility is changing the meal serving times for holidays or whenever the sites will be closed. The children who participate in your programs are also to be notified of all changes.

Notify HNP, a minimum of one (1) week in advance, regarding holiday meal time changes and any site closing dates. Submit the notice by email and also upload the notice to your application checklist under **Upload Documents**, and the document type is **Other**.

A flyer is a type of media documentation that can be used as notification of any holiday meal time changes or site closings.

Failure to notify HNP will result in your organization having to submit a Corrective Action Plan to ensure this problem will not occur again.

Submit the notification by email to your Child Care Service Specialist assigned to your application, their name is listed at the bottom Special Nutrition Program Business page and to Linda Pippins at linda.pippins@dhs.arkansas.gov