



## Division of Child Care and Early Childhood Education

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### Memorandum

**To:** Child and Adult Care Food Program- At Risk Afterschool Providers

**CC:** Kimberly Cogshell, All Programs Review Manager, Health and Nutrition Programs

Anthony Fort, All Programs -Program Coordinator, Health and Nutrition Programs

**From:** Vickie Stewart, All Programs Review Manager/Technical Assistance Unit Manager

**Date:** 03/04/2016

**Re:** Spring Break Holiday Notice- Email and Upload all changes to your CACFP application

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CACFP At-Risk Afterschool Program Providers, the Spring Break Holiday is upon us.

**Unannounced Site Visits and Compliance Reviews are currently being conducted.** The Health and Nutrition Program (HNP) Unit must be notified by **March 11, 2016**, if your facility will operate at the regular scheduled time, be closed during this time, or serve meals early during the spring break week. Notification must be posted, notifying the children who participate in your programs of all changes.

Whenever your sites will be closed or have meal time changes, notify Anthony Fort, a minimum of one (1) week (7 calendar days) in advance.

**You are required to submit your notice and flyer via email. Both documents must be uploaded to your CACFP 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 meal time changes or site closings.

Failure to notify HNP of any site closing or changes to the time that differs from what is listed on your application will result in your organization having to submit a Corrective Action Plan to ensure this problem will not occur again.

Please submit all notifications via email to Anthony Fort, Program Coordinator at [Anthony.fort@dhs.arkansas.gov](mailto:Anthony.fort@dhs.arkansas.gov).

