



**ANNUAL UPDATE OF CACFP MANUAL  
for Sponsoring Organizations of Day Care Homes**

Sponsor Name: \_\_\_\_\_

Date: \_\_\_\_\_

**PLEASE NOTE:** These Program memoranda were sent to Sponsoring Organizations of Day Care Homes at the time of initial distribution and should be kept in the Sponsor's CACFP files. In order to ensure that Sponsoring Organizations maintain a complete file, once a year Sponsors have the opportunity to order any items from the last fiscal year that have been misplaced. The description column provides information on the content of the policy memo (DOH-CACFP #) or informational mailing (Year/Number).

Code	Name	Issue Date	Description	Check If Ordering
<b>Policy Memos</b>				
DOH-CACFP #150	Updated Procedures for the Participation of Owner/Operator of Multiple Day Care Homes in CACFP	1/11	Describes procedures for allowing homes under a multiple owner to participate only when the agreement is between the Sponsoring Organization and the On-Site Provider and the reimbursement check is issued to the On-Site Provider	
DOH-CACFP #151	Elimination of Block Claim Edit Checks in CACFP	1/11	Informs Sponsoring Organizations that requirement to conduct edit checks designed to detect block claims have been eliminated.	
DOH-CACFP #152H	Advance Payment Recovery Procedure	2/11	Describes procedures for recovering outstanding administrative and operating advance payments each fiscal year.	
DOH-CACFP #153	Appealing an Adverse Action by CACFP	4/11	Describes procedures for Sponsoring Organizations to appeal adverse actions taken by CACFP against the organization.	
DOH-CACFP #156	Privacy Protection and the Use of Social Security Numbers in CACFP	4/11	Informs Sponsoring Organizations that requirements for the collection of the SSN in CACFP have been updated.	
DOH-CACFP #157H	Changes to the CACFP Income Eligibility Form	4/11	Informs Sponsoring Organizations that participant eligibility has three important changes.	
DOH-CACFP #159	Timing of Unannounced Visits to Day Care Home Providers Participating in CACFP	4/11	Informs Sponsoring Organizations that monitoring review requirements have had an important change.	
DOH-CACFP #160	Carry Over of Unused CACFP Administrative Payments	6/11	Informs Sponsoring Organizations that the basis for making administrative payments has been modified.	

Code	Name	Issue Date	Description	Check If Ordering
DOH-CACFP #161	Nutrition Requirements of the Healthy, Hunger-Free Kids Act of 2010	7/11	Informs Sponsoring Organization that requirements for fluid milk and fluid milk substitutions in the CACFP meal pattern have been modified.	
<b>Mass Mailings</b>				
2011-01	Transmittal of Revised March 2010 School Data for Tier Determinations	1/11/11	Transmits names of public elementary and middle schools where at least 50% of the enrolled children were eligible for free or reduced meals in March 2010	
2011-05	Questions and Answers about the appropriate use of the On-Site Provider Addendum Form (CACFP-160)	3/1/11	Provides clarification on the policy regarding the requirement for the On-Site Provider Addendum Form for Owner/Operators of multiple day care homes.	
2011-12	Update on the CACFP Information and Payment System (CIPS)	7/18/11	Provides an update on CIPS and the steps necessary to access the web-based computer application.	
2011-13	2011-12 Revised Income Guidelines and Reimbursement Rates	7/21/11	Contains revised documents noting the latest Income Guidelines and Reimbursement Rates.	

Submit your order  
using **ONE** of these options:  
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**Mail to:**  
**CACFP – Homes Unit**  
150 Broadway FL 6 West  
Albany, NY 12204-2719

**OR**

**Fax to:**  
(518) 402-7252

**OR**

**Email to:**  
[cacfp@health.state.ny.us](mailto:cacfp@health.state.ny.us)