



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

RICK SNYDER
GOVERNOR

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STATE SUPERINTENDENT

**FISCAL YEAR 2016
CHILD AND ADULT CARE FOOD PROGRAM
FAMILY DAY CARE HOME SPONSOR MEMORANDUM #14**

TO: Family Day Care Home Sponsors

FROM: Marla J. Moss, Director
Office of School Support Services

DATE: June 28, 2016

SUBJECT: Fiscal Year (FY) 2017 Child and Adult Care Food Program Application Certification

ACTION: Complete the Fiscal Year 2017 Application Certification –
Due September 30, 2016

All institutions participating in the Child and Adult Care Food Program (CACFP) are required to initiate a certification for FY 2017 to continue participation. The certification will be completed through the Michigan Electronic Grants System Plus (MEGS+).

The MEGS+ certification for CACFP is expected to be available June 30, 2016, for Family Day Care Home (FDCH) sponsors. MEGS+ may be accessed through the [Michigan Education Information System \(MEIS\) website](http://www.michigan.gov/meis) (www.michigan.gov/meis). The due date for certification is September 30, 2016.

For FY 2017, the following must be submitted/completed:

- A single certification that any information previously submitted to the Michigan Department of Education (MDE) to support all of the eligibility requirements set forth in 7 CFR 226.6(b)(2) for the institution, its facilities, and all of its principals is current, or that the institution has submitted any changes or updates to MDE.
- Updated licensing information for each provider participating in CACFP or certification that licensing information in the application is complete and correct.
- Information as required for fields in the application that have changed since the last certification.
- Information on the independent governing board of directors. The governing board must meet regularly and have the authority to hire and fire the institution's executive director.
- Certification that training of all key staff has been conducted at least annually.

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- A budget and budget worksheets for the upcoming year. The budget worksheets may be found on the [CACFP Website](http://www.michigan.gov/cacfp) (www.michigan.gov/cacfp) under Financial Resources.

All provider site information will be rolled over as active when MDE initiates the certification upon the agency's request. It is the sponsor's responsibility to amend provider data to ensure that all data are complete and correct. The sponsor will certify this has been done when completing the certification process.

The following steps must be completed for providers:

Step 1: Review Provider File for Required Documents

The following items must be on file with the sponsor for each provider that will be participating in the CACFP during FY 2017:

- Home Application approved by the sponsor (update each year as needed).
- Provider/Sponsor Agreement signed by both the provider and sponsor (must be reviewed with each provider every fiscal year and this review must be documented).
- Verification of the provider's day care registration/license or enrollment as an unlicensed provider.
- Documentation that the provider was trained by the sponsor prior to initial CACFP participation, and at least annually thereafter, in accordance with 7 CFR 226.16(d).
- When applicable, documentation to support Tier 1 eligibility.

Step 2: Review Each Provider Site Application for FY 2017

- Review the provider site data carried forward from FY 2016.
- When applicable, update items such as the license/registration expiration date, meal times, meal types, etc.
- Add the name of the provider in #9 if it is not listed in #2.
- Check box "I certify that the above data are complete and correct" at the end of the site questions.
- Submit the provider application by clicking SUBMIT at the bottom of the page.

Step 3: Add New Providers

Any provider not active in MEGS+ with the current sponsor for FY 2016 is considered a new provider. Providers that change sponsors or change license numbers are considered new providers.

- Add the provider site data in MEGS+.
- Click SUBMIT.

Approval Dates

- New Providers: The approval date will be October 1, 2016, for all new FY 2017 applications submitted on or before October 1, 2016. New FY 2017 applications submitted after October 1, 2016, are approved as of the date the application is submitted via MEGS+.
- Renewing Providers: The approval date will be October 1, 2016, for all renewal FY 2017 applications submitted on or before November 30, 2016.

FY 2016 and FY 2017 Approval for Providers Added in MEGS+ after the Rollover

The provider site data from FY 2016 cannot carry forward (rollover) to FY 2017 because the data was not available at the time the sponsor initiated the FY 2017 sponsor application. Therefore, the provider application data must be entered and submitted for both fiscal years.

- Add the provider site data in the FY 2016 application.
- Click SUBMIT (this is the approval date for FY 2016).
- Add the provider site data in the FY 2017 application.
- Click SUBMIT.

Throughout the Fiscal Year in MEGS+

- Update all changes to the provider's home application such as meal types, meal times, etc.
- Monitor the provider's registration/licensing/enrollment status and update, if necessary.
- Change the activity status to inactive when a license closes.
- For providers who have not claimed in six months, inactivate the provider in the sponsor system but leave active in MEGS+ (as discussed in the FDCH meeting on June 10, 2015).

Special Notes

Costs requiring Prior Approval (PA) must be submitted to MDE in the budget worksheets (link attached) along with the amended CACFP application adjusted for these costs. Approval by MDE of the amended application constitutes approval of the PA costs.

Costs requiring Specific Prior Written Approval (SPWA) and Schedule I, SPWA for Line Items on the Administrative Budget, must be submitted to MDE on budget worksheets, along with the amended application adjusted for these costs. Approval of the amended application and a letter of approval of the SPWA constitute approval of these costs. These approvals must be received **before** costs are incurred or costs will be deemed unallowable.

Failure to submit the annual certification for FY 2017 will result in the loss of claims beginning with the October 2016 claim. Claims for FY 2017 cannot be paid until the annual certification is completed and approved by MDE.

Continue to update the application throughout FY 2017. Per the certification and permanent agreement with MDE, institutions must submit an amended application as changes occur.

For questions regarding the provider application process, contact the Child and Adult Care Food Program at (517) 373-7391. Attached is a list of CACFP staff members available for assistance.

Attachments: CACFP Staff List

**Michigan Department of Education
Child and Adult Care Food Program Staff
608 W. Allegan St.
Lansing, Michigan 48933**

Mailing: P.O. Box 30008, Lansing, MI 48909

Phone: (517) 373-7391

Fax: (517) 373-4022

CACFP Website: www.michigan.gov/cacfp

The following staff members are available to assist you in the implementation and administration of the Child and Adult Care Food Program (CACFP).

Ms. Lynn Cavett, Supervisor – cavettl@michigan.gov	517-373-7391
Mr. Doug Wilson, Department Manager – wilsond23@michigan.gov	517-241-4683
Ms. Melissa Lonsberry, Consultant – lonsberrym@michigan.gov	517-241-0526
Ms. Stephanie Schenkel, Consultant – schenkels2@michigan.gov	517-335-7894
Ms. Theresa Galbavi, Secretary – galbavit@michigan.gov	517-373-7391
Ms. Katherine Foreman, Secretary – foremank4@michigan.gov	517-335-2403
Mr. Richard Aguirre, Financial Analyst – aguirreR1@michigan.gov	517-373-1074

CACFP Program Analysts

Ms. Barb Cotner - cotnerb@michigan.gov	517-241-0961
Mr. Patrick Fox – foxp1@michigan.gov	517-241-1110
Ms. Dana Galardi – galardid@michigan.gov	517-241-3926
Mr. Bob Smith – smithb9@michigan.gov	517-373-3682
Ms. Terri Thelen – thelent5@michigan.gov	517-335-0705

Staff members are available to answer your questions, and to provide training and technical assistance. Questions related to claims for reimbursement, payments and audits should be directed to Mr. Richard Aguirre.

When contacting the CACFP office by phone, fax, e-mail, or in writing always include the name of your organization with your phone number, including area code, and CACFP agreement number.