



State Agency Updates

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Email your “claim” to:
osse.cacfp@dc.gov

DDOE’s amendment act:
Styrofoam ban beginning January 1, 2016



Vendors that offer alternative and compliant products: ddoe.dc.gov/foam

State Agency Updates

Federal threshold for audits has changed

\$500,000 → \$750,000

(beginning October 1, 2015 – September 30, 2016)

State Agency Updates

Wellness and Nutrition Services is in the process of updating its management system!

October 1, 2015:

New claiming method

Introducing

“Orchard”



Renewal Process for Sponsors of Centers

Renewal Process for SOC

- Develop budget
- Submit annual budget & renewal documents no later than **Friday, August 28, 2015**
- Receive renewal letter by October 1

Late Submission + Missing Documents = Delayed Application Processing

Which may mean late reimbursement payments

Renewal Process for SOC

Annual Update Documents:

- Annual Information Certification (*signed by Authorized Representative*)
- Program Information Spreadsheet (*excel file*)
- Current CDC licenses
- Certified Food Managers certification (*issued by DOH*)
- Outside Employment Policy (*if updated*)
- Include monitoring schedule for each facility
- Include job descriptions for monitors (*if >25 centers & descriptions were updated*)

Renewal Process for SOC

Budget and Financial Documentation:

- **Budget Spreadsheet**
 - Budget for overall CACFP operations
- **Budget Narrative** for administrative budget
- **Supporting Documentation** for CACFP-funded items in administrative budget
- **Allocation Plan** for multi-state sponsors
- **A-133 Audit Report**

Renewal Process for SOC

Procurement documents (if applicable):

- Copy of Request for Proposals/Invitation for Bids or Specifications for a FSMC
- All submitted proposals, bids, or quotes
- FSMC contract or renewal
- Current FSMC license
- FSMC's most recent health inspection report

For Sponsors: Adding New Facilities

What do I need to submit to the State Agency?

- Site Information Form (SIF) – signed
- Facility's license *or* fire inspection (if at-risk facility)
- Facility's Certified Food Handler certificate
- Pre-approval visit form
- Facility agreement (if unaffiliated)
- Updated excel spreadsheet with the new facility's information

Remember: Sponsoring organizations cannot start claiming meals served at centers until all of these documents are submitted!

Ongoing Submissions

Remember! Completing an annual submission doesn't mean your Program operations stay the same!

Any time there is staff turnover or Program changes to your organization...
Contact your Specialist prior to changes!

Examples:

Center going to start enrolling infants?

- Get trained so they get properly fed them and you can claim their meals!

Got a new bank account and want your direct deposits in there?

- Let us know and obtain a new ACH form!

Staff turnover?

- Update your Specialist and train them on Civil Rights *AND* their CACFP duties!