

*Date:* September 19, 2016

*To:* Authorized & Secondary Representatives of the Child and Adult Care Food Program (CACFP) – CCI, AR, ES, ADC, & OSH

*From:* Community Nutrition Team

*Subject:* ACTION NEEDED BY OCTOBER 17th - Annual Contract Renewal for the Child and Adult Care Food Program

We have yet to receive your agency's annual renewal contract for the Child and Adult Care Food Program (CACFP). An email notification was sent to your agency on September 8, 2016 informing you that the due date for submitting the renewal contract is **Monday, October 17, 2016**.

**The contract must be submitted no later than Monday, October 17, 2016, to provide your DPI consultant time to review and approve. You will not be able to submit an October 2016 claim if your contract is not approved.**

All agencies must use the 'Enter New-Update Contract Information' link when renewing their CACFP contract for Federal Fiscal Year (FFY) 2017. A [CACFP Contract Manual](#) has been provided to help you through the contract process. **Please read the manual carefully before entering information into your contract.** The manual provides step-by-step information on how to properly and fully complete the contract.

If you have already submitted your contract, please disregard this reminder.

Questions pertaining to the contract process may be directed to your assigned consultant. If you are unsure of your assigned consultant, refer to our [CACFP Consultants by County](#) map. We look forward to the continuing sponsorship of the CACFP by your agency.