



Date: Thursday, September 29, 2022
To: CACFP Authorized Representatives and Second Contacts
From: Amanda Cullen, RDN, CD
Director, Community Nutrition Team
Subject: Annual Child and Adult Care Food Program Contract Renewal

The Child and Adult Care Food Program (CACFP) Federal Fiscal Year (FFY) 2023 contract is now open. For your agency to continue CACFP participation during FFY 2023 (October 1, 2022 – September 30, 2023), you must submit your agency's contract no later than **Friday October 14, 2022. Your agency will not be able to submit an October 2022 claim if your contract is not approved.**

Refer to the [CACFP Contract Manual](#) when entering information into the contract.



Within the CACFP Contract Manual, the NEW symbol means an addition or change has been made to the contract that may require your attention.

Additional information that may be needed to complete the contract is on the [Contracts](#) webpage.

Renewing the CACFP Contract

- Go to the [Online Services](#) website and log-in. Follow the instructions on p. 2-3 of the Contract Manual to navigate to the Contract page.
- Click on one of the following:
 1. **Enter-Modify Contract:** if your contract has many updates.
 2. **Renew Contract Via Annual Certification:** if your contract does not have many updates. Agencies are still required to review and update information, if applicable, on the following contract pages:
 - a. *Budget:* all agencies are required to update the budget
 - b. *List of Sites:* open and review each site for any update(s)
 - c. Any other page(s) that need updates
- **Sponsoring Organizations (SO) ONLY:** Required to review to complete or update information on these additional contract pages:
 - Training and Monitoring
 - Controls D

- **Agencies with Vendor Agreements ONLY:** If your agency purchases meals from a vendor and your current vendor agreement(s) will be expiring, complete and upload a new vendor agreement to the *Site Uploads* page. The current CACFP Vendor Agreement to Provide Meals and Snacks is under [Guidance Memorandum 4](#).
- **Pricing Programs ONLY:** Upload the [Pricing Program Addendum](#) to the *Program Uploads* page.

The [Permanent Agreement](#) outlines requirements for participation in the CACFP. Make sure to read it prior to agreeing to the terms and conditions of the document on the contract Certification page. **DO NOT replace the permanent agreement that is currently uploaded into the contract.**

Upon approval of the CACFP contract, the DPI will email the Authorized Representative an approval letter.

Contact your [assigned consultant](#) with questions about the contract process. We look forward to your continuing sponsorship of the CACFP.