

Montana Department of Public Health & Human Service	Policy
	MT CACFP 2015-2, Rev. 3
	Section: All Institutions
Child and Adult Care Food Program	Subject: Applications and Application Updates
	Effective Date: 07/01/2018

APPLICATIONS AND APPLICATION UPDATES

A CACFP application is required for all institutions applying to or continuing their participation in the CACFP. The application is tied to a participating institution's contract with the state agency to operate the CACFP.

Applications can be made online or on paper. Application updates must be completed online. Online access and paper materials are both available on the CACFP website in the Applications area.

All items submitted on an application will be reviewed by the State agency. Items that are incomplete or incorrect will be returned to the institution and available for the institution to resubmit.

All applications and application updates include certifications for civil rights compliance.

Participating institutions are required to update their application at any time their information changes. **All institutions must update their application every federal fiscal year, no later than November 30 of the current federal fiscal year.** Each federal fiscal year starts October 1st.

Participating institutions are also required to submit timely claims for reimbursement. Failure to submit a claim for reimbursement for 90 consecutive days will result in the State Agency making contact in regard to continuing participation.

Failure by a participating institution to comply with this policy may result in a corrective action or a serious deficiency to the institution by the state agency.

REF: 7 CFR 226.6(b)

CACFP website: <http://dphhs.mt.gov/hcsd/ChildCare/cacfp>