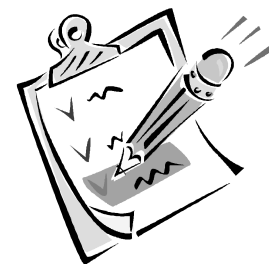


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## Due Dates for CACFP Materials

### ***Before you may begin claiming reimbursement on the CACFP:***

- ☒ Submit current copy of **Registration/License Certificate** to Family Resource Network (FRN).
- ☒ Submit **Child Menus** to FRN for approval before using.
- ☒ Submit **Infant Menus** to FRN for each age group (1-3 months, 4-7 months, and/or 8-11 months) cared for during the menu cycle, for approval before using.  
Note: Separate menus for different infants are not needed if they fall in the same age group.
- ☒ Submit **Family Enrollment Forms** for each child (including your own) to FRN.
- ☒ If you would like to apply for Tier 1 reimbursement by income, submit **Tier 1 Application** ASAP. If you do not qualify by school, census, or income and would like to have daycare families apply for Tier 1, request daycare families to submit **Family Income Eligibility Forms** to FRN ASAP. This is optional for families, not required of them.

Note: A tier application is not necessary to receive Tier 2 reimbursement.

### ***Due each month by the 5<sup>th</sup>:***

- ☒ **Claim Forms** (Request for payment forms)
- ☒ **Daily Meal Roster and Attendance Records**
- ☒ **Menu Cycle** (If Due) or **Monthly Menus** – Due on the 5<sup>th</sup> of the month **prior** to the month you will begin using them. If on menu cycle, menus are due December 5, March 5, June 5, and September 5 each year.
- ☒ **Infant Menu Cycle** (If Due) or **Monthly Infant Menus**– Infant Menu Cycles are due December 5, March 5, June 5, and September 5. If taking a new infant mid-cycle, submit menus ASAP.
- ☒ **Parent Acknowledgement of Offered Formula Form** – When a new infant begins in your care, have the parent fill out the Parent Acknowledgement of Offered Infant Formula showing you offered to provide required CACFP infant meals.
- ☒ **Family Enrollment Forms** (For any new children) – Submit enrollment forms immediately. If FRN does not receive enrollment forms in time for the claim, meals will not be reimbursed for that child.

### ***Menu Changes:***

- ☒ Changes to approved menu cycles must be documented on a menu correction form or the back of the menu **prior** to the meal service. Copies of menu corrections may be kept in your home. Do not send menu corrections to the office. Menu corrections will be verified during a monitoring visit.

### ***Minute Menu/WebHx:***

- ☒ If using WebHx, all record keeping still needs to be kept up to date by the end of each day for Family Daycare and by the time of meal service for Group Family Daycare. If unable to enter data into WebHx on time, please keep paper copies up to date and transfer to WebHx when time allows. Menus may be entered in advance or before each meal service into WebHx, whichever you prefer. Please obtain parent signatures for Family Enrollment Forms and changes made to enrollments and send a paper copy with signature to Family Resource Network.