MASSACHUSETTS
Department of Elementary and Secondary Education
Pedro Martinez | Commissioner

ANNUAL ENROLLMENT STATUS UPDATE
CHILD AND ADULT CARE FOOD PROGRAM (CACFP)

(Instructions: Please review with each new provider during sign-up. Both parties must sign and date where indicated. This form must be reviewed, signed and dated by both parties annually.)

Child and Adult Care Food Program Termination Procedures

In order to terminate your agreement with your Food Program Sponsor, the following steps must be taken:

1) You must give your sponsoring agency at least a written 30-day notice of your intent to terminate your Food Program agreement.

2) Your sponsoring agency will issue a termination confirmation letter to you within 5 working days of receiving your termination letter. This letter will state the date your termination letter was received and the date you will be terminated from that Food Program and that **you may continue to claim with that agency until that termination date.** This letter will also contain a record of your year-to-date training hours and topics done with that agency.

3) Review the letter for accuracy. Contact your sponsoring agency if there is a discrepancy between what the letter states and what you expected to see. If you do not receive a termination confirmation letter from your sponsoring agency it is your responsibility to contact them.

4) If you intend to contract with another Food Program, a copy of the termination confirmation letter must be attached to your sign-up form/agreement in order for your approval to proceed. Once your agreement has been terminated with your previous sponsor, you can contract with any sponsoring agency **once** during a fiscal year. **You may only be enrolled in one Food Program during any month.**

5) If you intend to contract with another Food Program, the new agency will need to immediately provide you with any training that may be missing to ensure that you are current with training requirements. This information will be available in the letter from your previous sponsor.

Additional Provider Rights and Responsibilities

1) In order for timely payment, you must submit to your sponsoring agency by the 5th day of the following month your menus and counts of meals served by type to children. If you miss this deadline, you will be subject to a delay in payment as determined by the written policy of your sponsoring agency.

2) Record and maintain menus of meal service prior to meal service and have available at each meal for sponsor monitors and/or State or Federal reviewers to evaluate the menu as planned with the actual meal served.

3) As of September 30th of each year, you must have completed all the required training for that Fiscal Year in order to continue to claim.

4) The annual training requirement for providers is **two (2) hours** of CACFP training per fiscal year.SO must use FDC trainings created by DESE.

5) Your sponsoring agency will be monitoring the training hours you accumulate. As of June 1, you will receive notification of your accumulated CACFP training hours credited by the sponsor for the current fiscal year.

6) **In** order to renew your CACFP participation, you must have completed required training by September 30th, of the current fiscal year.

7) Your sponsoring agency is required to conduct reviews of your Food Program. Providers must receive three (3) reviews during the fiscal year. Two (2) of the reviews must be unannounced and conducted at an approved meal service. Providers approved for extended hours of care or approved for double session meal service must receive an additional unannounced monitoring review for a total of four (4) reviews within the fiscal year. Three (3) of the reviews must be unannounced and conducted at an approved meal service, and two of these must be during the approved extended hours of care or during the approved double session meal services.

8) You may not contract with more than one Food Program simultaneously. If you do, both contracts will be considered null and void. You will have to sit out one month without claiming before being eligible to contract with an agency. Contracting with more than one agency is cause for a Serious Deficiency determination.

9) You must notify your sponsoring agency in advance whenever you are planning to be closed or out of your home with the day care children during the reported meal service period. If you fail to notify the sponsor, the sponsor will assess a disallowance for those meals. You must notify your sponsor of any changes in meal times.

10) You must maintain the annual enrollment form signed by the parent or guardian in the family day care home.

11) The provider must contact Linda Anderson, Executive Director, at 800-222-2731, if he/she feels that any of these procedures or terms and conditions of his/her Program Agreement have not been met by the sponsoring organization.

I have reviewed these requirements with the provider at the time of sign-up, and again annually.

(Sponsoring Agency Representative Signature) (date)

I have read and understood these requirements.

(Provider Signature) (date) **(Provider Number)**

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail**:
   U.S. Department of Agriculture
   Office of the Assistant Secretary for Civil Rights
   1400 Independence Avenue, SW
   Washington, D.C. 20250-9410; or

2. **fax**:
   (833) 256-1665 or (202) 690-7442; or

3. **email**:
   Program.Intake@usda.gov

This institution is an equal opportunity provider.

August 2026