




STATE OF CONNECTICUT  
DEPARTMENT OF EDUCATION



**TO:** Child and Adult Care Food Program (CACFP) Sponsors

**FROM:** John D. Frassinelli, Chief   
Bureau of Health/Nutrition, Family Services and Adult Education

**DATE:** December 28, 2017

**SUBJECT: Operational Memorandum No. 3A-18, 3C-18 and 3H-18  
Income and Expenditure Reports**

All participating institutions in the Child and Adult Care Food Program (CACFP) must operate a nonprofit food service that is principally for the benefit of enrolled participants. **This requirement applies to all:**

- independent child care centers, emergency shelters, outside school hours care centers, adult day centers, and at risk afterschool care snack and supper programs;
- sponsors of day care homes; and
- sponsors of child care centers, emergency shelters, outside school hours care centers, adult day centers, and at risk afterschool care snack and supper programs.

In order to document the maintenance of a nonprofit food service operation, each institution is required to submit an annual report of income and expenditures. This report must reflect all income, expenditures, and the value of ending inventories of food and supplies related to the operation and/or administration of the CACFP. The required information is included on the attached sample form. This form can also be found on the Connecticut State Department of Education's (CSDE) [CACFP](#) website by going to the appropriate CACFP webpage (adult day care centers, at-risk afterschool care, child care centers, emergency shelters, or family day care homes) and clicking on "Forms." This form, or another fiscal report containing the same information, must be submitted to meet the reporting requirement.

The annual report must cover the period between **October 1, 2016, through September 30, 2017** or, at the approval of the Child Nutrition Unit, another 12-month period that reflects the fiscal structure of the organization. *Note: Line 4, "Beginning Balance" is the reported Line 7A, "Ending Cash Balance" from the 10/1/15 to 9/30/16 Income and Expenditure Report. Be sure to use the report that reflects the finalized data as revised or corrected.*

**Expenditures reported in Section 6 "Program Expenses" must be reported on the accrual basis of accounting and correspond with the institution's approved CACFP budget lines for the same reporting period.**

The CSDE will evaluate income and expenditures to ensure that each CACFP institution meets the standard for maintaining a nonprofit food service operation. The standard established for Connecticut is the ending cash balance for any operation does not exceed the equivalent of three months operating costs. If the CSDE determines that the cash balance exceeds the standard for

any program, a corrective action plan will be requested to address the investment of the excess cash balance for the improvement or expansion of the food service operation.

The annual income and expenditure report must be submitted to the Child Nutrition Unit **by February 1, 2018**.

**IMPORTANT NOTE:** *This memorandum with the attached form and instructions must be forwarded to the appropriate agency personnel responsible for the organization's fiscal operation.*

Questions may be directed to the CACFP consultants below.

CACFP ASSIGNMENTS	CONSULTANT	E-MAIL AND PHONE
Child and adult day care centers	Susan Boyle	<a href="mailto:susan.boyle@ct.gov">susan.boyle@ct.gov</a> 860-807-2074
Child and adult day care centers	Benedict Onye	<a href="mailto:benedict.onye@ct.gov">benedict.onye@ct.gov</a> 860-807-2080
Child and adult day care centers Family day care homes	Celia Cordero	<a href="mailto:celia.cordero@ct.gov">celia.cordero@ct.gov</a> 860-807-2076

JDF:shb

Enclosure

Important: This is a numbered Connecticut State Department of Education (CSDE) operational memorandum that contains important program information. Please read carefully and retain in a binder for future reference. All CSDE operational memoranda are posted on the CSDE's [Operational Memoranda for the CACFP](#) webpage.