



# CACFP AT A GLANCE CALENDAR

**ADMINISTRATIVE REVIEW COMING UP?**  
**REGISTER FOR THE PREPARE FOR YOUR ADMINISTRATIVE REVIEW IN-PERSON WORKSHOP.** VISIT OUR APLD SYSTEM TO REGISTER FOR UPCOMING IN-PERSON WORKSHOPS AND WEBINARS: [REGISTER IN APLD](#)

## OCTOBER

- ☐ **OCTOBER 1-10 (best practice)** Submit September Claim
- ☐ **OCTOBER 1** Renewal Applications Deadline
- ☐ **OCTOBER 30** Final day to submit August Claim
- ☐ **OCTOBER 31** Final day to submit Management Plan and Budget if planning to claim meals served in October
- ☐ Read Memorandums to remain up-to-date on program requirements: <https://www.azed.gov/hns/memos>
- ☐ **OPTIONAL** attend CACFP Roundtable Conference

## NOVEMBER

- ☐ **NOVEMBER 1-10 (best practice)** Submit October Claim
- ☐ **NOVEMBER 29** Final day to submit September Claim

## DECEMBER

- ☐ **DECEMBER 1-10 (best practice)** Submit November Claim
- ☐ **DECEMBER 30** Final day to submit October Claim

## JANUARY / FEBRUARY

- ☐ **JANUARY 1-10 (best practice)** Submit December Claim
- ☐ **JANUARY 15** Prepare financial documents from December's operations for submission to HNS
- ☐ **JANUARY 29** Final day to submit November Claim
- ☐ **FEBRUARY 1-10 (best practice)** Submit January Claim

## MARCH

- ☐ **MARCH 1-10 (best practice)** Submit February Claim
- ☐ **MARCH 1 (February 29 in Leap Years)** Final day to submit December Claim
- ☐ **MARCH 10** Final day to submit financial documents
- ☐ **THIRD WEEK IN MARCH** Celebrate National CACFP Week  
<https://www.cacfp.org/national-cacfp-week-main/>

## APRIL

- ☐ **APRIL 1-10 (best practice)** Submit March Claim
- ☐ **APRIL 1 (March 31 in Leap Years)** Final day to submit January Claim
- ☐ Update posted WIC Flier
- ☐ Participate in the Farm Fresh Challenge
- ☐ **APRIL 29** Final day to submit February Claim
- ☐ **APRIL 30** Deadline to Submit the Single Audit Qualifier Questionnaire
- ☐ **OPTIONAL** Attend National CACFP Sponsors Association Conference
- ☐ Make sure you're on track with monitoring and training

## MAY

- ☐ **MAY 1-10 (best practice)** Submit April claim
- ☐ **MAY 29** Final day to submit March Claim
- ☐ **MAY 31** Submit the CiL (Cash in Lieu of Commodities) survey

## JUNE

- ☐ **JUNE 1-10 (best practice)** Submit May claim
- ☐ Participate in the Summer Farm Fresh Challenge
- ☐ **JUNE 29** Final day to submit April Claim
- ☐ Register for "Mandatory Renewal Training for Family Day Care Home Sponsors" Webinar: [Register in APLD](#)

## JULY

- ☐ **JULY 1-10 (best practice)** Submit June Claim
- ☐ Distribute Household Applications and Parent Letters to all enrolled participants
- ☐ Begin processing Household Applications with *Income Eligibility Guidelines for the current PY*
- ☐ **JULY 29** Final day to submit May Claim

## AUGUST

- ☐ **AUGUST 1-10 (best practice)** Submit July Claim
- ☐ Prepare for Renewal Applications:
  - ☐ Review the [Renewal Preparation Checklist](#)
  - ☐ Confirm staff completion of CACFP and Civil Rights Training this PY
  - ☐ Complete training requirements (if not done so already)
  - ☐ Confirm Application Preparer's access to CNP Management Plans and Budgets and CNPWeb applications in ADEConnect. If needed, request to be granted access by the internal Entity Administrator.
- ☐ **AUGUST 29** Final day to submit June Claim

## SEPTEMBER

- ☐ **SEPTEMBER 1-10 (best practice)** Submit August Claim
- Submit Renewal Applications
  - ☐ Management Plan and Budget in the CNP Management Plans and Budgets System
  - ☐ Once approved, Site and Sponsor Applications in the CNPWeb
  - ☐ Be sure program forms are current for the new PY. Visit <https://www.azed.gov/hns/cacfp/programforms/>
  - ☐ Submit the Single Audit Qualifier Questionnaire
  - ☐ Review signers on the Food Program Permanent Service Agreement. If signers have changed, submit a new agreement. Go to: <https://www.azed.gov/hns/cacfp/programforms/>
- ☐ **SEPTEMBER 15** FDCH only - have application already submitted if planning to get an October advance
- ☐ **SEPTEMBER 29** Final day to submit July Claim



**AUGUST 1-29 Prepare for Renewal Applications**  
<https://www.azed.gov/hns/cacfp/renewalresources/>



**SEPTEMBER 1-30 Submit Renewal Applications**