



MEMO

To: Family Child Care Sponsors

From: Charity Blair, Education Program Specialist

Date: October 1, 2016

Re: Child and Adult Care Food Program (CACFP) Budget Revisions

Effective immediately, the following changes have been made to the budget revision and specific prior written approval process. This memo replaces Child and Adult Care Food Program (CACFP) Budget Revisions, October 1, 2015.

Unless there are extenuating circumstances, budget revision and specific prior written approval requests will be accepted until **July 31** of the fiscal year (October-September). All circumstances are subject to approval by the program office. Please be advised that it is the preferred practice that budget revisions are received well in advance of the July 31 deadline to ensure acceptance prior to the deadline. Sponsors should not wait until the month of July to request final revisions or to make revisions to confirm budgets for prior incurred costs. Budget revisions received in the month of July should only involve changes necessary to cover unbudgeted costs to be incurred during the months of August and September.

The following steps must be followed:

1. Send an email or letter to the education program specialist and copy the Family Day Care Home (FDCH) external auditor requesting a budget revision and/or specific prior written approval. Provide a written overview of what revisions are being requested to your budget/or description of expenditures for which you need specific prior written approval.
2. Submit all supporting documents to the education program specialist and the (FDCH) external auditor prior to incurring the expense. See attached budget supporting documentation listing, which identifies types of documents that need to be submitted with budget revisions and/or specific prior written approval requests. Only submit those documents that support the budgeted costs to be revised.
3. Enter revisions including required attachments into the Claims Reimbursement and Reporting System (CRRS) without prior approval from the state agency. Notify the education program specialist and the FDCH external auditor upon completing the data entry in the CRRS.
4. The state agency will approve or deny the revision.

All budget revision requests, supporting documentation, and entries into CRRS must be completed at least 10 business days prior to incurring the expense during the month impacted by revision or specific prior written approval. For example, if a new hire employee starts work May 1, 2016 or needs a specific prior written approval for an expenditure item May 1, 2016, sponsors must submit budget revisions/request for specific prior written approval in CRRS no later than close of business on April 15, 2016.

Please be aware that if budget revision requests include budget errors or do not include all supporting documentation, this may delay processing claims and budget approval.

An annual budget is a projection of anticipated expenses. Annual costs should be projected during the renewal application period. Revisions should only be necessary when unexpected expenses, including staffing changes, occur or actual expenses exceed the approved budget by line item or in total.

Please contact Charity Blair for assistance at Charity.Blair@education.ohio.gov or (614) 728-1997.