



United States
Department of
Agriculture

Food and
Nutrition
Service

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MEMO CODE: CACFP 02-2007

SUBJECT: Paperwork Reduction in the Child and Adult Care Food Program

TO: Regional Directors
Special Nutrition Programs
All Regions

State Agencies
Child Nutrition Programs
All States

Section 119 (i) of the Child Nutrition and WIC Reauthorization Act of 2004 (Public Law 108-265, June 30, 2004) instructed the Secretary of Agriculture, in conjunction with States and participating institutions, to examine the feasibility of reducing paperwork resulting from regulations and recordkeeping requirements in the Child and Adult Care Food Program (CACFP).

In response to this directive, the Food and Nutrition Service (FNS) convened a Paperwork Reduction Work Group, which included five participating institutions, three State agencies, two advocacy organizations and three federal program staff from across the country. The group met at FNS headquarters in Alexandria, Virginia, in November 2005. In that meeting and through conference calls, the group developed and prioritized a list of recommendations that may reduce paperwork for State agencies, family day care homes, child care centers and sponsoring organizations participating in the CACFP.

The attached report describes the process the work group took to develop and prioritize the recommendations. It also includes the work group's specific recommendations for policy and regulatory changes that may reduce paperwork in the CACFP. Finally, it includes FNS' response to the recommendations.

STANLEY C. GARNETT
Director
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Attachment

The contents of this guidance document do not have the force and effect of law and are not meant to bind the public in any way. This document is intended only to provide clarity to the public regarding existing requirements under the law or agency policies.