



## CACFP Sponsor Calendar Fiscal Year 2024

(October 1, 2023 – September 30, 2024)

Month	Event
October	<p><b>Important Dates:</b>  <b>Oct 1</b> – First day of FY 2024  <b>Oct 30</b> – August Reimbursement Claim Deadline</p> <p><b>Sponsor Tasks:</b>  <b>All Sponsors</b> – Close out FY 2023 Civil Rights Log, start FY 2024 Civil Rights Log  <b>All Sponsors</b> – Annual Review &amp; Update of Written CACFP Policies and Procedures  <b>CCC, OSHCCC, Adult Day Cares</b> – Approve Child Enrollment Forms and Confidential Income Statement Forms and create OMER  <b>Multi-Site Sponsors</b> – Create Monitoring Plan for the Fiscal Year</p>
November	<p><b>Important Dates:</b>  <b>Nov 29</b> – September Reimbursement Claim Deadline</p> <p><b>Sponsor Tasks:</b>  <b>*CCC, OSHCCC, Adult Day Cares</b> – Finalize OMER and submit first claim of Fiscal Year with OMER numbers</p>
December	<p><b>Important Dates:</b>  <b>Dec</b> – USDA Foods Memo Sent Out Regarding Cash-in-lieu or USDA Foods Option for SY 2024-2025  <b>Dec</b> – Farm 2 CNP Competitive Reimbursement Grant Applications Open  <b>Dec 30</b> – October Reimbursement Claim Deadline</p> <p><b>Sponsor Tasks:</b>  <b>*FDCH Sponsors</b> – Review expenses in CNPweb to official books and make corrections as necessary to prepare for carryover report.</p>
January	<p><b>Important Dates:</b>  <b>Jan</b> – Updated GSA rates are available – this is the maximum amount that may be charged to CACFP funds (mileage reimbursement, lodging, per diem)  <b>Jan</b> – Save the Date for In-Person CACFP Annual Training  <b>Jan 29</b> – November Reimbursement Claim Deadline</p> <p><b>Sponsor Tasks:</b>  <b>FDCH Sponsors</b> – Will have access to the carryover report – Carryover funds must be applied on a first in first out basis to October 2023 and November 2023 claims as necessary until all funds are expended.  <b>FDCH Sponsors</b> – Submit a revised budget if projected carryover on approved budget exceeds actual carryover available.</p>
February	<p><b>Important Dates:</b>  <b>Feb</b> – Registration available for March 13, 2024 in-person CACFP Annual Training in Salem, OR – for non-School Food Authorities only</p>



**OREGON**  
**CHILD AND ADULT**  
**CARE FOOD PROGRAM**

	<b>Feb 12</b> – USDA Foods Ordering Period for FY 2024-2025 Opens <b>Feb 29</b> – December Reimbursement Claim Deadline
<b>March</b>	<b>Important Dates:</b> <b>March</b> – Free/Reduced Price School Eligibility List Updated <b>March 10-16</b> – National CACFP week <b>March 13</b> – In-Person CACFP Annual Training for Center-Based, non-School Food Authorities only <b>March 15</b> – USDA Foods Ordering Period for FY 2024-2025 ends, DoD Fresh and UFVP Entitled Requests Due <b>March 15-16</b> – OSNA State Conference, CACFP Annual Training on CACFP Updates on March 15 <b>March 31</b> – January Reimbursement Claim Deadline
<b>April</b>	<b>Important Dates:</b> <b>April</b> – Online CACFP Annual Training Available <b>April 19</b> – SFSP Renewing Sponsor Application Deadline <b>April 22-26</b> – National CACFP Conference (Orlando, FL) <b>April 27</b> – Farm 2 School Competitive Reimbursement Grant (Round 1 Closes) <b>April 29</b> – February Reimbursement Claim Deadline
<b>May</b>	<b>Important Dates:</b> <b>May 30</b> – March Reimbursement Claim Deadline
<b>June</b>	<b>Important Dates:</b> <b>June 7</b> – Farm 2 CNP Competitive Reimbursement Grant (Round 2 Closes) <b>June 29</b> – April Reimbursement Claim Deadline
<b>July</b>	<b>Important Dates:</b> <b>July</b> – Family Day Care Home Sponsor Salary Rates Released <b>July</b> – USDA Reimbursement Rates Released <b>July</b> – Income Eligibility Guidelines Released <b>July 30</b> – May Reimbursement Claim Deadline
<b>August</b>	<b>Important Dates:</b> <b>Aug 1</b> – CACFP Renewals open <b>Aug 16</b> – CACFP Renewals close <b>Aug 29</b> – June Reimbursement Claim Deadline  <b>Sponsor Tasks:</b> <b>All Sponsors</b> – Complete CACFP Renewal Requirements <b>CCC, OSHCCC, Adult Day Cares</b> – Start distributing Confidential Income Statements and Child Enrollment Forms <b>Sponsors on School Year Calendar</b> – Train Staff
<b>September</b>	<b>Important Dates:</b> <b>Sep 7</b> – Farm 2 School Competitive Reimbursement Grant (Round 3 Closes) <b>Sep 29</b> – July Reimbursement Claim Deadline <b>Sep 30</b> – Farm 2 CNP Progress Report Due <b>Sep 30</b> – Last day of FY 2024  <b>Sponsor Tasks:</b> <b>CCC, OSHCCC, Adult Day Cares</b> – Collect Confidential Income Statements and Child Enrollment Forms



**\*- Required**

Additional training dates and opportunities will be available on the ODE Training Page:

<https://www.oregon.gov/ode/students-and-family/childnutrition/cacfp/Pages/CACFPTrainingCenter.aspx>

**ODE Closures:** New Year's Day, Martin Luther King, Jr's Birthday, President's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving, and Christmas Day

**Monthly Reminders:**

- Check monthly newsletter for important information regarding CACFP
- Claims are closed for processing every Tuesday starting at 10 am. If Monday is a holiday, claims are closed on Wednesday.

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/ad-3027.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](mailto:Program.Intake@usda.gov)

This institution is an equal opportunity provider.