



CACFP Sponsor Calendar Fiscal Year 2025

(October 1, 2024 – September 30, 2025)

Month	Event
October	<p>Important Dates: Oct 1 – First day of FY 2025 Oct 30 – August Reimbursement Claim Deadline</p> <p>Sponsor Tasks: All Sponsors – Close out FY 2024 Civil Rights Log, start FY 2025 Civil Rights Log All Sponsors – Annual Review & Update of Written CACFP Policies and Procedures CCC, OSHCCC, Adult Day Cares – Approve Child Enrollment Forms and Confidential Income Statement Forms and create OMER Multi-Site Sponsors – Create Monitoring Plan for the Fiscal Year</p>
November	<p>Important Dates: Nov 29 – September Reimbursement Claim Deadline</p> <p>Sponsor Tasks: *CCC, OSHCCC, Adult Day Cares – Finalize OMER and submit first claim of Fiscal Year with OMER numbers</p>
December	<p>Important Dates: Dec 30 – October Reimbursement Claim Deadline</p> <p>Sponsor Tasks: *FDCH Sponsors – Review expenses in CNPweb to official books and make corrections as necessary to prepare for carryover report.</p>
January	<p>Important Dates: Jan – Updated GSA rates are available – this is the maximum amount that may be charged to CACFP funds (mileage reimbursement, lodging, per diem) Jan 29 – November Reimbursement Claim Deadline</p> <p>Sponsor Tasks: FDCH Sponsors – Will have access to the carryover report – Carryover funds must be applied on a first in first out basis to October 2024 and November 2024 claims as necessary until all funds are expended. FDCH Sponsors – Submit a revised budget if projected carryover on approved budget exceeds actual carryover available.</p>
February	<p>Important Dates: Feb 29 – December Reimbursement Claim Deadline</p>



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March	Important Dates: March – Free/Reduced Price School Eligibility List Updated March 14-15 – OSNA State Conference March 16-22 – National CACFP week March 31 – January Reimbursement Claim Deadline
April	Important Dates: April 1 – Summer Food Service Program (SFSP) Renewals open April 14-18 – National CACFP Conference (Dallas, TX) April 18 – Summer Food Service Program (SFSP) Renewals close April 29 – February Reimbursement Claim Deadline
May	Important Dates: May 30 – March Reimbursement Claim Deadline
June	Important Dates: June 2 – Online CACFP Annual Training Available June 29 – April Reimbursement Claim Deadline June 30 – Farm 2 CNP Non-Competitive Grant Funds must be spent by this date
July	Important Dates: July – Family Day Care Home Sponsor Salary Rates Released July – USDA Reimbursement Rates Released July – Income Eligibility Guidelines Released July 30 – May Reimbursement Claim Deadline
August	Important Dates: Aug 1 – CACFP Renewals open Aug 1 – CACFP Annual Training Deadline Aug 15 – CACFP Renewals close Aug 29 – June Reimbursement Claim Deadline Sponsor Tasks: All Sponsors – Complete CACFP Renewal Requirements CCC, OSHCCC, Adult Day Cares – Start distributing Confidential Income Statements and Child Enrollment Forms Sponsors on School Year Calendar – Train Staff
September	Important Dates: Sep 29 – July Reimbursement Claim Deadline Sep 30 – Last day of FY 2025 Sponsor Tasks: CCC, OSHCCC, Adult Day Cares – 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 7 am. If Monday is a holiday, claims are closed on Wednesday.

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