



**STATE OF TENNESSEE  
DEPARTMENT OF HUMAN SERVICES**

CITIZENS PLAZA BUILDING  
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**BILL HASLAM**  
GOVERNOR

**DANIELLE W. BARNES**  
COMMISSIONER

**MEMORANDUM**

**TO:** Child and Adult Care Food Program (CACFP) Institutions

**FROM:** Allette Vayda, Director of CACFP & SFSP

**DATE:** February 28, 2017

**SUBJECT: Notice of Closure and Record Retention Requirement(s)**

All CACFP participants:

If for some reason your CACFP Institution should have to close, please make sure that you notify the DHS CACFP Program in writing within 30 days of the last operating day. At that time, you will be required to retain your records for the previous three (3) federal fiscal years plus the current fiscal year pertaining to CACFP reimbursements. This would include individual eligibility applications, attendance records, meal counts, receipts, etc. Please review the cited federal regulation(s) and instructions below.

**The Institution shall retain all CACFP program records for a period of three (3) years from the date of closure plus the current fiscal year or longer if any fiscal or administrative issues are not resolved by that date.**

Costs incurred by the Institution in meeting the closeout requirements of its CACFP operations are allowable costs. Proper documentation of all closeout costs must be maintained. Closeout costs are subject to review and prior written approval of the Department and must meet the provisions of FNS Instruction, 796-2, Revision 4, the SA Financial Guidance Handbook 100-100, the United States Department of Agriculture Federal Assistance Regulation, 7 C.F.R. § 3019, Office of Management and Budget Circular A-122 and the CACFP regulations at 7 C.F.R. § 226. Please refer to these documents, which have been previously provided to your Institution's responsible individuals, for additional information. Only those costs necessary to cease CACFP operations and secure federally funded property and records will be eligible for close out cost funding.

You should submit a budget identifying your anticipated close out costs within five (5) working business days of receipt of closure to ensure timely approval of your request. You may use the Department's existing budget format or prepare your own format. Copies of the Department's budget format are available through our website at: <http://www.tn.gov/humanservices> or in the download forms section of the Tennessee Information Payment System (TIPS) online system. You may submit a copy of the budget through the Tennessee Information Payment System

(TIPS) online system; however, the Department's approval is contingent upon receipt of the budget with an original signature from the Institution's responsible individuals or their designee(s) of record, as of the date of closure. Eligible close out costs will be funded on a reimbursement basis. All close out cost requests must be submitted within ninety (90) days following termination. Failure to submit required documentation by that date will result in the forfeiture of close out cost funding.

Thank you for all you do to bridge the hunger gap in Tennessee

Agreement number, signature and date below will confirm staff review and compliance with this requirement.

Sincerely,



Allette Vayda  
Program Director  
CACFP & SFSP

AV/ba

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Signature

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Date

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Agreement Number