



United States  
Department of  
Agriculture

Food and  
Nutrition  
Service

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Alexandria, VA  
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DATE: February 23, 2007

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.

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Director  
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Attachment