



**North Carolina Department of Health and Human Services
Division of Public Health – Women’s & Children’s Health Section**

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Michael F. Easley, Governor

Carmen Hooker Odom, Secretary

CACFP 04-03

January 23, 2004

To: Institutions Participating in the Child and Adult Care Food Program

From: Arnette Cowan, MS, RD, LDN
Head, Special Nutrition Programs

Subject: **Specific Prior Written Approval**

FNS Instruction Number 796-2 Rev. 3, Financial Management - Child and Adult Care Food Program, requires the State agency to approve all costs claimed by participants of the Child and Adult Care Food Program. The requirements for approval vary depending on whether the costs are generally allowable, require prior approval, require specific prior written approval or require FNSRO (Food Nutrition Service Regional Office) approval.

Generally allowable costs occur in the routine operation of the CACFP and are approved when included on the annual budget that is submitted to the State agency.

Any cost that requires prior approval has to be specifically identified with its expected cost amount on the annual budget. The budget approval process will approve these costs unless the State agency specifically disallows the cost in writing.

Certain costs require specific prior written approval. They must be specifically identified during the budget process or submitted in a separate request to the State agency. The State agency must approve or deny the requested cost in writing within thirty days of receipt.

In addition, there are a few costs that require FNSRO approval. These costs should be submitted to the state agency. The state agency will submit the request to the FNSRO.

The enclosed handout will identify each allowable cost that requires prior approval, specific prior written approval or FNSRO approval.

Please contact your regional consultant if you have any questions regarding this notice.

Attachments

cc: SNP Staff
Audit Unit

