

John R. Kasich, Governor Michael L. Sawyers, Acting Superintendent of Public Instruction

TO: Child and Adult Care Food Program Sponsors – Independent (Single-site)

Centers

FROM: Mary Kershaw, Assistant Director, CACFP

DATE: October 1, 2012

SUBJECT: CACFP Application Renewal Instructions for FY2013

The FY 13 Child and Adult Care Food Program Renewal application is finally available. Thank you for your patience. It is time again for your agency to renew the Child and Adult Care Food Program (CACFP) application to continue to receive reimbursement for meals served to participants in fiscal year 2013. This memorandum provides application renewal instructions and guidance to organizations currently participating in the CACFP.

The FY2013 renewal application will be effective October 1, 2012. The online Claims, Reimbursement and Reporting System (CRRS) renewal application needs to be updated and all requested supporting documents are due on or before, October 31, 2012. There will not be any loss of funds if reapplication and submission of requested documentation are completed by the due date, October 31, 2012. If the renewal application and submission of requested documents are not timely, your application approval will not be RETROACTIVE.

RENEWAL APPLICATION

The FY2013 application renewal process is completed electronically through the CRRS. After logging in, click **APPLICATION** on the menu on the left side of your screen, click sponsor application (not view application), click Program Year 2013. **DO NOT click 2012 and make revisions to the 2012 application.** Click "add" new application to begin the application renewal process. Some of the information in the system for FY2012 will roll over into the FY2013 application. <u>Carefully review</u> all information associated with the green **GO** buttons for Authorized Signatures, Sponsor Application, Governing Board (if applicable), and Center Site Application, Management Plan and Supporting Documents. Make needed changes and always **SAVE** or submit the information.

FINANCIAL VIABILITY

Some single site (Independent) sponsor will be required to submit financial documentation to assure financial viability. Those sponsors will be notified separately and will be required to submit a FY2013 budget, cost allocation plan, balance sheet, bank statement and statement of activities (income statement) form. Any sponsor that is identified as not being financially viable, application for participation will not be approved.

please call Relay Ohio first at 711.

COST ALLOCATION PLAN:

Cost Allocation Plan: A cost allocation plan (CAP) is a document that identifies, and distributes allowable direct and indirect costs under sub grants and contracts and identifies the allocation methods used for distributing the costs. A plan for allocating joint costs is required to support the distribution of those costs to the CACFP program. It further describes how allowable costs of the sponsor are identified and assigned or allocated to the appropriate cost objectives or category; for example, a cost category could be CACFP. A sample cost allocation plan can be downloaded from the ODE website to assist you as you prepare your plan for submission.

Allocable Costs: A cost is allocable if it is treated consistently with other costs incurred for the same purpose in like circumstances and if it:

- a. is an allowable cost
- b. is incurred specifically for the award
- c. benefits both the CACFP and other work, and can be distributed in reasonable proportion to the benefits received.
- d. is necessary to the overall operation of the sponsors CACFP.

BALANCE SHEET: A sample balance sheet provided on the ODE website. Provide as much detail concerning your assets and liabilities for your most current 12-month reporting period. If your business has been open less than 12 months, complete for the number of months in operation.

BANK STATEMENT: Submit bank statement for the same end month of reporting period per submitted balance sheet.

STATEMENT OF ACTIVITIES (INCOME STATEMENT) FORM: A sample statement of activities form is provided on the ODE website. Provide as much detail as possible concerning your revenues and expenses for a 12-month reporting period.

COMPLETING THE RENEWAL APPLICATION:

AUTHORIZED SIGNATURE

Click on the **Authorized Signature GO** button, review the individuals your organization has determined to be authorized to make decisions and sign documents for the CACFP. Update all required information. **NEW**: You must add the authorized signature(s) birthdate.

SPONSOR APPLICATION

Click on the **Sponsor Application GO** button, review pages of the sponsor application, **NEW** Type of Business, if you are a Limited Liability Company (LLC), or a Partnership, or a Corporation identify by utilizing the drop down box, how may principles, owners or officers are a part of your business. Update all contact names, addresses, phone and fax numbers and email addresses and birthdates. If you have new staff members remember to include

their birth dates. **Read Assurances** - when you click each box, you are affirming that you have read and agree to abide by all of the Assurances.

GOVERNING BOARD (if Non Profit) – IMPORTANT NEW INFORMATION

Click the **Governing Board GO** button. All board members must be listed - update all information requested, name, address, phone number and board position held. USDA has clarified the definition of an Independent Governing Board. Non-profits must have a board that meets regularly and have the authority to hire and fire the institutions Executive Director (Director, Administrator). An independent board of directors should be made of members who have no material interest in the company. The purpose of an independent board is to make sure members are not influenced by interests of the company. They are there specifically to help a company run honestly and efficiently. **This means the Executive Director (Director, Administrator) can no longer be President (Chairperson) of the board, the board needs to be made up primarily of outside individuals versus family members and employees.**

CENTER SITE APPLICATION:

Click the **Center Application GO** button. Click **RENEW** site. In the chart, find the name of your site, click **renew**, **do not** re-add your existing site - the CRRS program will think it is a new site and require you to send in additional information. Review and update, the site application contact person, address, phone, fax and email address. Click the program type, update the income eligibility numbers, inspection dates (fire and health, if applicable), racial and ethnicity data for your center, license capacity, type of license choose continuous or provisional (if applicable), and license number. If the center has a continuous license include the approval date, if the center has a provisional license include the approval and expiration dates. Update the Food Service License information, the food service license number, county the license is issued from, and risk level. Meal types requesting approval for, operating months and you must include projected number of operating days for each month of operation (review chart below the projected number of operating days is the last line).

Meal	Meal Periods (number of shifts)	Operating Months (check all months that meals will be claimed)												
Served		0	N	D	J	F	M	Α	M	J	J	Α	s	AL L
Breakfas t	One Meal Period													
Morning Snack	One Meal Period													
Lunch	One Meal Period													
Afternoo n Snack	One Meal Period													

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Supper	One Meal Period							
Evening Snack	One Meal Period							
Number of Operating Days for each Operating Month								

In the next section of the chart include the times of meal service (this needs to be accurate), and whether the site is self-prep or vended (If vended, update vendor information), and the days you will be operating each week.

CENTER MANAGEMENT PLAN

Independent (Single site) Centers will need to update the Management Plan section of the application, review all questions to include current practices. This will be completed online within CRRS. Click the green **GO** button for the **Center Management Plan**. On each page you will be given the opportunity to SAVE or CONTINUE to the next page. This feature allows you to stop (by saving the information) and continue at a later date or to continue working as time permits. **Remember, SAVE the entries you have completed**. The following questions **must** be completed:

Part I: Financial Viability

- Question 10: Has your organization submitted its last A-133 audit to the Clearinghouse website (if applicable)?
- Question 10 a. Identify your agency's fiscal year.
- Question 12: Update the chart for this fiscal year; list the total revenue of your
 organization broken down by source, frequency (amount received annually, monthly,
 weekly), type (earned income, grants, and donations), function or purpose, and
 amount. Also indicate whether you expect the level, function, or nature of the
 funding to change in the upcoming fiscal year. If so, describe what impact this will
 have on your agency.

Source Frequency Type Purpose Amount Changes?	If yes, describe
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Part II: Organizational Capability

- Question 1: Update Organization Chart (if applicable).
- Question 2: Update the staffing plan, list position of who will perform required duties in the operation of the CACFP. (Note if more than one person performs the same responsibility, indicate the number of people and the position title. For example: "Takes point of service meal counts" 3 teachers and 2 teacher aides).

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Part III: Internal Controls - Training

Question 1: Update your training dates for FY2013 Training. All sites must receive
training a minimum of one time per year. Organizations must keep records from each
training session that includes the agenda, date, location and sign-in for with all
participants' signatures. It is recommended that training sessions be conducted by an
experienced trainer or staff member who recently attended a CACFP workshop or
training session provided by the State agency.

Part III: Internal Controls - Record Keeping

- Your organization must retain CACFP records for at least three years plus the current year. Indicate where prior years' documents will be housed.
- QUESTIONS 4 and 6 review your responses to ensure accuracy. Include in your response the position title of the individual who is responsible for Income Eligibility Applications and Enrollment forms.

SUPPORTING DOCUMENTS

Click the GO button corresponding to SUPPORTING DOCUMENTS section of the application. **Mail** or **attach** the supporting documents requested in this section of the application. Your application will not be approved until all supporting documents have been received. **Mailing address is:** CACFP Consultant (add name) Office for Child Nutrition, Ohio Department of Education, 25 S Front Street, Mail Stop 303, Columbus, OH 43215

- Child Care License (if applicable)
- o Fire and Health Inspection (if applicable)
- Food Service License
- Media release
- Vending contract (if applicable)

REMINDERS

- Review enclosed checklist for additional documents to be sent to the State agency,
 i.e., current license, vending contracts, etc.
- Be sure to include a valid e-mail address for all listed contacts in Sponsor and site applications.
- Be sure your agency's current mailing address and program contact(s) are correct on the CRRS application, this includes authorized signatures. We utilize this information for mailing both hard and electronic copies.
- If using CACFP reimbursement for allowable costs that requires a written prior approval, mail the request to your consultant, CACFP Consultant, Office for Child Nutrition, Ohio Department of Education, 25 S Front Street, Mail Stop 303, Columbus, OH 43215.

- If purchasing meals or snacks from an outside vendor, vending contracts can be downloaded from the ODE website. Remember if completing the IFB it must be approved by ODE prior to submission in the Newspaper. Send copy of the signed contract.
- Note: if you purchase your meals from an outside vendor, the vendor will be contacted regarding your payment status. If you have an outstanding balance with your vendor, you will be declared seriously deficient in operating the CACFP. Your application will be denied if payment in full is not made and documented by the required due date stated in the SD letter.
- **Note:** Food Service License all sponsors are to abide by all State and local laws and regulations regarding the serving of food to participants. If you do not have a Food Service License, you will need to contact your local Health Department.
- If you have changed your Tax ID number, vendor, moved to a different address, and/or ownership and have not contacted the State agency, please contact our office immediately.
- If you have questions, please call our office 1(800) 808-6325; identify the CACFP
 agency's county or IRN# so we can direct the call to the appropriate consultant for
 optimal assistance.
- If documents are attached to online application contact your consultant by email to let them know so they are not looking and waiting for a mailed packet.

REMINDER: all meals that are served with milk to all participants 2 years of age and older, the milk must be 1% or skim milk. This requirement went into effect October 1, 2012. Meals will be disallowed if this requirement is not met. See milk memos on ODE website.

 The online CRRS application and all supporting documents are due no later than October 31, 2012.

Thank you for your continued efforts to provide nutrition services to Ohio's children.

POSTED TO ODE WEBSITE –CACFP: FY 2013 CACFP Annual Budget Instructions, Items Requiring Prior Approval, Media Release, Completing the Monitoring Staffing Requirements Chart, Renewing Application Checklist, Income Eligibility Application, Inventory Packet, Enrollment Packet Suggestions, Building for the Future Flyer, Adding a New Site Memo, Adding a New Site Checklist, New Site Pre-approval Form, Separate Entity Agreement, site

Notification Form, Sample Cost Allocation Plan, Balance Sheet, Statement of Activities Form, Vending Contracts, and Appeal Procedures.

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