FY 2013 – ADULT DAY CARE
CACFP NEW SPONSOR APPLICATION APPROVAL CHECKLIST

SPONSOR INSTRUCTIONS: Forms noted with an asterisk (*) are available for downloading through CRRS downloadable documents or from our web site. Items can be sent to the State Agency via mail, fax (614-752-7613), and email or uploaded through CRRS supporting documents.
Web site address: www.education.ohio.gov Click on Learning Conditions & Supports, Click on Food & Nutrition. Click on Child and Adult Care Food Program, Click on appropriate program type

SPONSOR NAME		IRN	DATE ATTENDED PNS TRAINING
COUNTY	APPROVING CONSULTANT		DATE APPROVED IN CRRS

ALL NEW SPONSORS: ITEMS TO SUBMIT OR COMPLETE ONLINE CRRS					
Method of Submission	CACFP Consultant				Documents
	N/A	OK	Need: Missing or Incomplete	Date Rec'd	
Mail, fax or email					Certificate Documenting Attendance at New Sponsor Training
Fax or email					**Current Audit or Balance Sheet indicating sponsor's assets and liabilities*
Mail, fax or email					*Bank Statement: Submit bank statement for same ending month of reporting period per submitted Balance Sheet*
Mail, fax or email					**Statement of Activities (Income Statement) Form*
Mail, fax or email					*ODJFS Payment Detail for same period as Statement of Activities*
Mail, fax or email					*Cost Allocation Plan
Mail, fax or email					Copy of Promissory Note for any adult day care related business loan or line of credit of the sponsor (if applicable)
Mail, fax or email					*Site Notification Form (if applicable to program)
Mail, fax or upload					* Media Release – FY 2013
Mail, fax or upload					*Menus: Send one month of menus for adults for all meals/snacks to be approved for CACFP
ONLINE CRRS					
Online CRRS					Authorized Signatures (1st green go button on menu page)
Online CRRS					Sponsor Online Application (2nd green go button on menu page)
Online CRRS					Governing Board: Non-profit sponsors only (3rd green go button)
Online CRRS					Center Site Information by program type (3rd or 4th green go button)
Online CRRS					Annual Child Care Budget enter online (4th or 5th green go button)
Online CRRS					Management Plan (5th or 6th green go button)

NON-PROFIT NEW SPONSORS (Federal tax exemption)					
Method of Submission	CACFP Consultant				Documents
	N/A	OK	Need: Missing or Incomplete	Date Rec'd	
Mail, fax or upload					Copy of IRS Letter of Federal tax exempt status (Non-Profit Sponsors only. Not required for public entities).
Mail, fax or upload					IRS Form 990 – Return of Organization Exempt from Income Tax
Mail, fax or upload					Copy of minutes of last Governing Board meeting

FOR PROFIT NEW SPONSORS (not tax exempt)					
Method of Submission	CACFP Consultant				Documents
	N/A	OK	Need: Missing or Incomplete	Date Rec'd	
Mail					Public Funded (Title XIX) Adult Day Care service list/roster or vouchers of each site for month preceding month of application **OR** copies of all valid free and reduced income eligibility forms for enrolled participants (do not send originals of income forms)
Mail					Daily attendance records of each site for same month as submitted Public Adult Day Care service list/roster for **OR** daily attendance records for most current month if qualifying with free and reduced income eligibility forms.

(OVER)

MULTI-SITE SPONSORS (will be operating programs at more than one center/location)					
Method of Submission	**CACFP Consultant**				**Documents**
	N/A	**OK**	**Need: Missing or Incomplete**	**Date Rec'd**	
Mail, fax or upload					*New Site Pre-Approval Visit Form: Complete for each site
Mail, fax or upload					* Non-Profit Sponsors only: Separate Entity Agreement: Complete if site is not a legal entity of sponsor

ALL NEW SPONSORS CONTRACTING FOR VENDED FOOD SERVICE					
Method of Submission	**CACFP Consultant**				**Documents**
	N/A	**OK**	**Need: Missing or Incomplete**	**Date Rec'd**	
Mail					* School Food Service Vending Agreement: Complete if vending with a school on the NSLP
Mail					* Small Purchase Vending Contract: Complete if vended meals from caterer will be under $150,000 for for-profit and non-profit agencies during current CACFP fiscal year.
Mail					*Invitation for Bid and Contract (IFB): Complete if vended meals from caterer will exceed $150,000 for for-profit and non-profit agencies during current CACFP fiscal year.

NEW ADULT DAY CARE SPONSORS					
Method of Submission	**CACFP Consultant**				**Documents**
	N/A	**OK**	**Need: Missing or Incomplete**	**Date Rec'd**	
Mail, fax or upload					Passport Approval: Submit documentation for each Adult Day Care site. If MRDD submit license in lieu of Passport Approval
Mail, fax or upload					Current Food Service License
Mail, fax or upload					Current Fire/Building Safety Permit or satisfactory local Fire Department Inspection Report for each center/site.
Mail, fax or upload					Submit Mission Statement.
Mail, fax or upload					Example of an Individual Care Plan

TO BE COMPLETED DURING THE ONSITE PRE-APPROVAL VISIT					
Method of Submission	**CACFP Consultant**				**Documents:**
	N/A	**OK**	**Need: Missing or Incomplete**	**Date Rec'd**	
Collected at Onsite Pre-approval Visit					Permanent Agreement: To be provided by State Agency during Pre-approval Visit. Agency to complete only one agreement for all Child Nutrition Programs operated. Sponsor to sign both copies during the Pre-approval visit.

State Agency Use Only: Consultant to Complete

I have checked the most current CACFP National Disqualified List and this institution and any of its principals (individual in a management position or officer including members of governing board) are:

□ not listed □ listed and therefore application approval will be denied

□ I have also entered NDL checked information in CRRS Sponsor Application Menu page

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