## FY 2013 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		IRN	DATE ATTENDED
NAME			PNS TRAINING
COUNTY	APPROVING		DATE APPROVED
	CONSULTANT		IN CRRS

			ALL NEW SPON	SORS: ITEMS	TO SUBMIT OR COMPLETE ONLINE CRRS
			CACFP Consultar	nt	
Method of Submission	N/A	ок	Need: Missing or Incomplete	Date Rec'd	Documents
Mail, fax or email					Certificate Documenting Attendance at New Sponsor Training
Mail, 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 Chart for same period as Statement of Activities
Mail, fax or email					*Cost Allocation Plan
Mail, fax or email					Copy of Promissory Note for any child 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 for Children: Send one month of menus for children (over one year of age) for all meals/snacks to be approved for CACFP
Mail, fax or upload					*Infant Menus: Send one month of infant (under one year of age) menus for all meals and snacks to be approved for the 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 (3 <sup>rd</sup> green go button)
Online CRRS					Center Site Information by program type (3 <sup>rd</sup> or 4th green go button)
Online CRRS					Annual Child Care Budget enter online (4 <sup>th</sup> or 5th green go button)
Online CRRS					Management Plan (5 <sup>th</sup> or 6 <sup>th</sup> green go button)

			NON-PR	OFIT NEW SPO	ONSORS (Federal tax exemption)
	CACFP Consultant			nt	
Method of Submission	N/A	ок	Need: Missing or Incomplete	Date Rec'd	Documents
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)								
CACFP Consultant			nt					
N/A	ок	Need: Missing or Incomplete	Date Rec'd	Documents				
				Public Day Care (ODJFS) service list/payment detail report/roster or vouchers of each site for month preceding month of application <b>OR</b> copies of all valid free and reduced income eligibility forms for enrolled children (do not send originals of income forms)				
				Daily attendance records of each site for same month as submitted Public Day Care (ODJFS) service list/payment detail report/roster for <b>OR</b> daily attendance records for most current month if qualifying with free and reduced income eligibility forms.				
	N/A	_	N/A OK Missing or	N/A OK Missing or Date Rec'd				

			CHILD	CARE CENTER	SPONSORS (licensed centers)
	CACFP Consultant			it	
Method of Submission	N/A	ОК	Need: Missing or Incomplete	Date Rec'd	Documents
Mail, fax or upload					Current ODJFS or ODE Child Care License or documentation showing continuous license for each center/site
Mail, fax or upload					Current Food Service License. If not licensed, copy of current satisfactory Health Inspection Report for each center/site

UNLICENSED PROGRAMS: YOUTH DEVELOPMENT, AFTER SCHOOL AT RISK, EMERGENGY SHELTER									
			<b>CACFP Consultar</b>	nt					
Method of Submission	N/A	ОК	Need: Missing or Incomplete	Date Rec'd	Documents				
Mail, fax or upload					Current Food Service License or satisfactory Health Inspection Report for each center/site				
Mail, fax or upload					Current Fire/Building Safety Permit or satisfactory local Fire Department Inspection Report for each center/site				

	М	ULTI-SI	ting programs at more than one center/location)		
	CACFP Consultant				
Method of Submission	N/A	ОК	Need: Missing or Incomplete	Date Rec'd	Documents
Mail, fax or upload					*New Site Pre-Approval Visit Form: Complete for each site
Mail, fax or upload					* <u>Non-Profit Sponsors only</u> : Separate Entity Agreement: Complete if site is not a legal entity of sponsor

			ALL NEW SPC	ONSORS CONT	RACTING FOR VENDED FOOD SERVICE
			<b>CACFP Consultar</b>	nt	
Method of Submission	N/A	ОК	Need: Missing or Incomplete	Date Rec'd	Documents
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.

TO BE COMPLETED DURING THE ONSITE PRE-APPROVAL VISIT						
	CACFP Consultant					
Method of Submission	N/A	ок	Need: Missing or Incomplete	Date Rec'd	Documents:	
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

"In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, and Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer."