CACFP RENEWING APPLICATION APPROVAL CHECKLIST
FY 2013

SPONSOR INSTRUCTIONS: It is preferred that you send all documents at once with the exception being vending contracts as they often take longer to obtain. Forms noted with an asterisk (*) are available for downloading from CRRS downloadable documents or from our web site. **Web site address: http://www.education.ohio.gov Click on Learning Conditions & Supports. Click on Food and Nutrition, Click on Child and Adult Care Food Program, Select and click on appropriate program.**

SPONSOR NAME		APPROVING CONSULTANT
COUNTY	IRN	DATE APPROVED IN CRRS

ALL CHILD CARE AND ADULT DAY CARE SPONSORS						
Sponsor Check	Method of Submission	CACFP Consultant				Documents
		N/A	OK	Missing or Incomplete	Date Rec'd	
	CRRS					**Authorized Signatures** (1st green go button on menu page), Check to see of list is current. If not, modify, remove or add names.
	CRRS					**Sponsor Online Application** (2nd green go button) Review and update all pages.
						Is there a current email address listed for program contact? Is there a birth date listed for program contact & claim contact?
	CRRS					**Governing Board Members- Non-profits only** (3rd green go button) Enter all members
	CRRS					**Center Site Information by Program Type** (3rd or 4th green go button)
	CRRS					**Center Management Plan** (4th, 5th or 6th green go button) Review and update all questions & complete questions noted in Renewal Ltr
	Mail/ upload					**Current ODJFS or ODE Child Care License** (If applicable) or documentation showing continuous license for each site.
	Mail/ upload					**Current Food Service License.** If not licensed, copy of Exemption or current satisfactory Health Inspection Report for each site
	Mail/ upload					*** Media Release –** Send copy of completed release that was sent to local media source.
	Mail/ upload					*** Site Notification Form** (if applicable to program)

MULTI-SITE SPONSORS (if applicable)						
Sponsor Check	Method of Submission	CACFP Consultant				Documents
		N/A	OK	Missing or Incomplete	Date Rec'd	
	CRRS					**Annual Budget**, to be entered online (4th or 5th green go button). Complete projected reimbursement worksheet along with operating and administrative worksheets.
	CRRS					**Multisite Monitors**, (6th or 7th green go button). Complete online worksheet.
	Mail					**Cost Allocation Plan**
	Mail					***Balance Sheet**
	Mail					**Bank Statement –** Submit bank statement for same ending month of reporting period per submitted Balance Sheet
	Mail					***Statement of Activities (Income Statement) Form**
	Mail					* **Non-Profit Sponsors only: Separate Entity Agreement**: **Complete if site is not a legal entity of sponsor.**
	Mail					*** New Site Pre-Approval Visit Form**: Renewing sponsors complete form if adding a site not previously approved online
	Mail					**For Profit Sponsors Only – For any new site added to application:** Public Day Care (ODJFS) service list/roster or vouchers for month preceding month of application **OR** copies of all valid free and reduced income eligibility forms for enrolled children (No originals, copies only).
	Mail					**For Profit Sponsors Only – For any new site added to application**: Daily attendance records for same month as submitted Public Day Care)ODJFS) service list/roster **OR** daily attendance records for most current month if qualifying with free and reduced income eligibility forms.(No originals, copies only).

(More on backside)

UNLICENSED YOUTH DEVELOPMENT, AFTER SCHOOL AT RISK, EMERGENGY SHELTER OR SITES NOT OPERATING IN A SCHOOL						
Sponsor Check	Method of Submission	CACFP Consultant				Documents
		N/A	OK	Missing or Incomplete	Date Rec'd	
	mail					**Current Food Service License or Exemption or satisfactory Health Inspection Report for each site/center**
	mail					**Current Fire/Building Safety Permit or satisfactory local Fire Department Inspection Report for each site/center**

ALL SPONSORS CONTRACTING FOR VENDED FOOD SERVICE						
Sponsor Check	Method of Submission	CACFP Consultant				Documents
		N/A	OK	Missing or Incomplete	Date Rec'd	
	mail					* **School Food Service Vending Agreement**: Complete if vending with a school.
	mail					*** Small Purchase Vending Contract**: Complete if vended meals from caterer will be **under $150,000** for for-profit and non-profit agencies during 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 the CACFP fiscal year.
	mail					*** IFB Renewal Contract**: Complete if renewing IFB contract. IFB can be renewed up to four one-year periods.
	State will obtain					**Letter from Vendor –** Indication if in good standing with vendor regarding payment status. If not, proceed with SD

ALL ADULT DAY CARE SPONSORS						
Sponsor Check	Method of Submission	CACFP Consultant				Documents
		N/A	OK	Missing or Incomplete	Date Rec'd	
	mail					**Passport Approval**: Submit documentation for each Adult Day Care site.
	mail					**If MRDD, submit license** in lieu of Passport (Fire and health included)

State Agency Use Only: Consultants to complete following NDL and A-133 Information

I have checked the 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

A-133 Audits

☐ *Audit not required: S*ponsor is a For Profit Institution

Non-Profit Institutions: A-133 audit required if agency receives over $500,000 in Federal funds per fiscal year. Check Auditor's list for sponsors needing an audit.

☐ *Audit Not Applicable*: Checked Management Plan, agency reported not receiving over $500,000 in Federal funds.

☐ *Audit Submitted*: On the Center Management Plan, Financial Viability, Question # 10, the sponsor clicked a "yes" response indicating that their agency has sent in their A-133 audit to the Clearinghouse. From the Clearinghouse website, I have printed off page(s) documenting that the agency has submitted A-133 audit.

Audit Not Submitted: Check all that apply

☐ Sponsor has indicated a "no" response on Man. Plan indicating that their agency did not send in an A-133 audit

☐ Checked Management Plan - Agency reported receiving over $500,000 in Federal funds, thus audit is required.

☐ Checked Auditor's List - Indicates that agency has earned over $500,000 in Federal funds thus audit is required.

☐ Checked with Grants Management to verify if agency has sent a certification letter verifying that audit has been submitted to Clearinghouse.

☐ Called sponsor - Confirmed that audit was completed. Sponsor will submit to Clearinghouse by _____ and copy will be mailed to ODE.

☐ Audit has not been completed or submitted to Clearinghouse. Deny application approval/send letter. Declare SD.