CACFP <u>RENEWING</u> APPLICATION APPROVAL CHECKLIST
FY 2014

SPONSOR INSTRUCTIONS: It is preferred that all requested documents be uploaded into CRRS or sent via email. 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   At top of page, click on Community. Under topics, click on Food and Nutrition. Under topics, click on Child and Adult Care Food Program. Select and click on appropriate program then select click on desired form.**

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 to complete and submit to State Agency
		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 Application** (2nd green go button) Review and update all pages. Check for correct email & birth date.
	CRRS					**Governing Board Members: Non-profits only** (3rd green go button). Review and update info for all current board members.
	CRRS					**Center Site Application by Program Type** (3rd or 4th green go button) Complete all applicable information
	CRRS					**Center Management Plan** (Click on green go button) - Review and update all questions.
	Upload in CRRS					**Promissory Note** - Submit copy of note if "yes" response to Center Management Plan, Financial Viability, Question # 5
	Upload in CRRS					**Current ODJFS or ODE Child Care Provisional License:** If applicable, submit copy. If have a continuous license, SA will validate via ODJFS website.
	Upload in CRRS					**Current Food Service License-** Send copy of license or **e**xemption for each site
	Upload in CRRS					* **Media Release –** Send copy of completed release that sponsor sent to local media source.
	Upload in CRRS					* **Site Notification Form-** Send copy if applicable to program type.

MULTI-SITE SPONSORS (if applicable)

Sponsor Check	Method of Submission	CACFP Consultant				Documents to complete and submit to State Agency
		N/A	OK	Missing or Incomplete	Date Rec'd	
	CRRS					**Annual Budget** - To be entered online (click on green go button). When completing budget, SA recommends first entering info for online operating and administrative costs worksheets.
	CRRS					**Multisite Monitors with 25 or more sites** - Green go button appears if operating 25 or more sites. Complete online worksheet.
	Upload in CRRS					*** Cost Allocation Plan-** Complete and submit.
	Upload in CRRS					*** Balance Sheet –** Complete and submit.
	Upload in CRRS					**Bank Statement –** Submit bank statement for same ending month of reporting period per submitted Balance Sheet
	Upload in CRRS					*** Statement of Activities (Income Statement) Form:** Complete and submit.
	Upload in CRRS					* **Non-Profit Sponsors only: Separate Entity Agreement**: Complete and submit if site is not a legal entity of sponsor.
	Upload in CRRS					* **New Site Pre-Approval Visit Form**: Renewing sponsors submit form if adding a site not previously approved online
	Upload in CRRS					**For Profit Sponsors Only – For any new site added to application:** Public Day Care (ODJFS) payment detail/ 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).
	Upload in CRRS					**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).

UNLICENSED YOUTH DEVELOPMENT, AFTER SCHOOL AT RISK, EMERGENGY SHELTER OR SITES NOT OPERATING IN A SCHOOL

| Sponsor Check | Method of Submission | CACFP Consultant | | | | Documents to submit to State Agency |
		N/A	OK	Missing or Incomplete	Date Rec'd	
	Upload in CRRS					**Current Food Service License or Exemption and satisfactory Health Inspection Report** for each site/center
	Upload in CRRS					**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 to complete and submit to State Agency |
		N/A	OK	Missing or Incomplete	Date Rec'd	
	Upload in CRRS					* **School Food Service Vending Agreement**: Complete if vending with a school.
	Upload in CRRS					* **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.
	Upload in CRRS					* **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.
	Upload in CRRS					* **IFB Renewal Contract**: Complete if renewing IFB contract. IFB can be renewed up to four one-year periods.
n/a	State Agency will obtain					**Letter from Vendor –** SA will contact vendor to find out if sponsor is in good standing regarding payment status. If not, proceed with SD

ALL ADULT DAY CARE SPONSORS

| Sponsor Check | Method of Submission | CACFP Consultant | | | | Documents to submit to State Agency |
		N/A	OK	Missing or Incomplete	Date Rec'd	
	Upload in CRRS					**Passport Approval**: Submit documentation for each Adult Day Care site.
	Upload in CRRS					**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.