FY 2014 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 should be uploaded through CRRS supporting documents. **Web site address: www.education.ohio.gov** Click on Community. Under topics, click on Food & Nutrition. Under topics, click on Child and Adult Care Food Program. Select and click on appropriate program/form.

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 to complete and submit to State Agency
	N/A	OK	Need: Missing or Incomplete	Date Rec'd	
Upload in CRRS					**PNS Training Certificate**: Documents Attendance at New Sponsor Training
Upload in CRRS					**Current Audit or *Balance Sheet** indicating sponsor's assets and liabilities
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					**ODJFS Payment Detail Chart** for same period as Statement of Activities
Upload in CRRS					***Cost Allocation Plan** – Complete and submit
Upload in CRRS					**Promissory Note** (if applicable) – Submit copy of note if "yes" response entered on Center Management Plan, 1. Financial Viability, Question # 5.
Upload in CRRS					***Site Notification Form** – Submit copy if applicable to program.
Upload in CRRS					* **Media Release FY 2014** – Submit copy of release sent to media source.
Upload in CRRS					***Menus for Children**: Send one month of menus for children (over one year of age) for all meals/snacks to be approved for CACFP
Upload in CRRS					***Infant Menus**: Send one month of menus for infants (under one year of age) 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 Application** (2nd green go button on menu page)
Online CRRS					**Governing Board: Non-profit sponsors only** (3rd green go button)
Online CRRS					**Center Site Application** by program type (3rd or 4th green go button)
Online CRRS					**Center Management Plan** (Click on green go button) - Complete all parts
Online CRRS					**Annual Child Care Budget** - Enter online (Click on green go button)
Online CRRS					**Multisite Monitors with 25 or more sites** – Green go button appears if operating 25 or more sites. Complete online worksheet.

NON-PROFIT NEW SPONSORS (Federal tax exemption)					
Method of Submission	CACFP Consultant				Documents to complete and submit to State Agency
	N/A	OK	Need: Missing or Incomplete	Date Rec'd	
Upload in CRRS					**Copy of IRS Letter of Federal tax exempt status** (Non-Profit Sponsors only. Not required for public entities).
Upload in CRRS					**IRS Form 990: Return of Organization Exempt from Income Tax-** Submit copy
Upload in CRRS					**Governing Board Meeting Minutes** – Submit copy of last meeting's minutes

FOR PROFIT NEW SPONSORS (not tax exempt)					
Method of Submission	CACFP Consultant				Documents to complete and submit to State Agency
	N/A	OK	Need: Missing or Incomplete	Date Rec'd	
Upload in CRRS					**Public Day Care (ODJFS) service list/payment detail report/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 children. (If mailing or faxing, do not send originals of income forms; copies only)
Upload in CRRS					**Daily attendance records** of each site for same month as submitted Public Day Care (ODJFS) service list/payment detail report/roster for **OR** daily attendance records for most current month if qualifying with free and reduced income eligibility forms. (If mail or fax, no originals; copies only)

(OVER)

CHILD CARE CENTER SPONSORS (licensed centers)					
Method of Submission	CACFP Consultant				Documents to complete and submit to State Agency
	N/A	OK	Need: Missing or Incomplete	Date Rec'd	
Upload in CRRS					**Current ODJFS or ODE Child Care Provisional License**: If applicable, submit copy of provisional license for each site. If have continuous license, SA will validate via ODJFS website.
Upload in CRRS					**Current Food Service License or Exemption** for each center/site

UNLICENSED PROGRAMS: YOUTH DEVELOPMENT, AFTER SCHOOL AT RISK, EMERGENGY SHELTER					
	CACFP Consultant				Documents to complete and submit to State Agency
	N/A	OK	Need: Missing or Incomplete	Date Rec'd	
Upload in CRRS					**Current Food Service License or Exemption and satisfactory Health Inspection Report** for each center/site
Upload in CRRS					**Current Fire/Building Safety Permit or satisfactory local Fire Department Inspection Report** for each center/site

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

ALL NEW SPONSORS CONTRACTING FOR VENDED FOOD SERVICE					
Method of Submission	CACFP Consultant				Documents to complete and submit to State Agency
	N/A	OK	Need: Missing or Incomplete	Date Rec'd	
Upload in CRRS					* **School Food Service Vending Agreement**: Complete if vending with a school on the NSLP
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 current 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 current CACFP fiscal year.

TO BE COMPLETED DURING THE ONSITE PRE-APPROVAL VISIT					
Method of Submission	CACFP Consultant				Documents to complete and submit to State Agency
	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