



**Department
of Education**

John R. Kasich, Governor
Paolo DeMaria, Superintendent of Public Instruction

TO: Child and Adult Care Food Program Potential New Sponsors

FROM: Andrea Denning, Director, Office for Child Nutrition

DATE: January 2017, revised October 2017

RE: Process for New Child and Adult Care Food Program Sponsor Applications

In accordance to the regulations set forth by the United States Department of Agriculture (USDA), a new sponsor to the Child and Adult Care Food Program (CACFP) must complete the following application process:

1. A potential new sponsor must complete a new sponsor survey. The survey is available online at www.education.ohio.gov, search keywords **New CACFP**. This survey asks basic questions about a sponsor's current operation to determine the type of program(s) operated and eligibility to participate and determines if a potential sponsor has been open and operating for at least six months.
2. Once the potential sponsor has completed the survey, the results are forwarded to an Office for Child Nutrition education program specialist who reviews the results and conducts a phone interview with the potential new sponsor.
 - a. During this phone interview, the program specialist will ask questions of the potential sponsor and provide technical assistance concerning the application process.
3. If needed, the education program specialist will send the sponsor the State of Ohio vendor documents including a vendor form, W-9 and EFT and a financial viability checklist.
 - a. The financial viability checklist details the required documents that must be submitted as a complete packet to assess the new sponsor's financial viability. The sponsor has 30 days from the date the checklist is received to submit all necessary documents and information. The complete packet of documents must be submitted via email to Matthew Moore, fiscal officer, at matthew.moore@education.ohio.gov.
 - b. Any missing or incomplete documents submitted will be returned for correction. Only complete packets will be accepted. If the potential sponsor fails to submit a complete packet of documents

within 30 days of receipt of the checklist, the potential sponsor will receive a denial letter.

- c. If a potential sponsor does not meet the financial viability standard, the potential sponsor will receive a denial letter. If the sponsor appeals the denial decision based on financial viability, and the denial is upheld, the sponsor may not re-apply using an identical application and must summarize and highlight the changes made to the financial viability documentation.
4. The potential new sponsor provides registration information for the *Potential New Sponsor Online Training*.
5. The potential new sponsor will receive access to an online new CACFP sponsor training. The owner, board chair, or executive director must complete all of the online new CACFP sponsor training modules with a score of at least 80 percent on each of the assessments.
 - a. Other staff members may complete some or all of the training modules and assessment based on their position responsibilities.
 - b. The sponsor has 30 days to complete training and assessments. If a sponsor fails to reach a passing score on the assessments by this deadline, the sponsor will receive a denial letter.
6. Once the online training program is completed and the sponsor is deemed financially viable, a sponsor is given access to the Claims Reimbursement and Reporting System (CRRS) application. The potential new sponsor has 30 days to complete the application and submit all of the required supporting documents. If a potential sponsor fails to meet this deadline, the sponsor will receive a denial letter.

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- (1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) Fax: (202) 690-7442; or
- (3) Email: program.intake@usda.gov.

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