New Center Training

Module 2: Organization Eligibility & Updates
Module 2 Summary

This module covers some requirements for organizations to operate the CACFP. It will also introduce the VCA standards and cover basic financial management requirements for the program.
Module 2 Objectives

By the end of this class, participants will be able to:

• Recognize the function and structure of the CACFP.

• Recognize key requirements and duties of the CACFP.
Topic 1: Organization Eligibility

Eligibility Requirements for all organizations:

1. Provide organized nonresidential care
2. Accept final administrative and fiscal responsibility for the program
3. Attend all required State Agency trainings
4. Operate a non-profit food service
5. Personally, manage CACFP operations and not subcontract for the management of the CACFP

6. Provide adequate supervisory and operational oversight to effectively manage and monitor the Program

7. Sponsors should prohibit their employees from securing additional employment which interferes with their CACFP responsibilities and duties
For-Profit Eligibility Requirements

For-Profit centers may participate in the CACFP only if they meet the following requirements for the month preceding application:

• For childcare centers at least 25% of enrolled children or licensed capacity (whichever is less) are eligible for free or reduced priced meals.

• For adult centers, at least 25% of enrolled participants receive Title XIX or Title XX benefits.
For-Profit Eligibility Requirements

• Once a center is approved for CACFP, for-profit centers may not claim for reimbursement during any month that they do not meet 25% but the organization must continue to comply with CACFP requirements.

• For-profit organizations must also show that they are in good standing the Secretary of State or have a Privilege Tax License.
Non-Profit Eligibility Requirements

- Non-profit organizations in the CACFP must be:
  - A public institution (federal, city, county, military)
  - A private, non-profit tax-exempt organization
- Private, non-profit organizations must be tax-exempt under 501(c)(3) of the Internal Revenue Service Code and maintain that status throughout their participation in the CACFP.
Non-Profit Eligibility Requirements

Non-profit organizations must also show that they are in good standing with the Secretary of State and the IRS and maintain that good standing.
Site Licensing Requirements

Sites participating in the CACFP, either as an independent center, sponsored site, or provider, must meet the licensing requirements as applicable to their program.

Sites must keep any applicable license in good standing and provide documentation of any changes in licensing status to the State Agency.

Each childcare site must have a current childcare license through MS Dept of Health. There are exceptions on a case-by-case basis.
Exceptions:

1. Military bases or a tribal reservation can be licensed by the federal government or local tribal authorities in lieu of a license from the Dept of Health.

2. Some organizations may be exempt from licensure. The Mississippi State Department of Health makes this determination in writing.
Site Licensing Requirements

Adult Day Care Licensing:

• The institution must provide documentation that each Adult Day Care site has a current certification from the local fire marshal.

• A staff member must complete the Food Safety *Nuts and Bolts* Manual, Tummy Safe, or ServSafe to demonstrate adherence to food safety standards.
Day Care Homes Licensing:

- Providers must be currently licensed or have alternate approval with the Health Dept.

- **Exception**: Providers who are under the sponsorship of a federal entity, such as a military installation or a tribal reservation, are not required to be licensed or registered by state licensing authority. They may be licensed by the military or a tribal authority.
An organization may be eligible to participate in the at-risk afterschool care center component of the CACFP if it:

• Provides non-residential childcare to children after school through an approved afterschool care program.
An **eligible** afterschool program is one that:

- Is organized primarily to provide care for children after school or on weekends, holidays, or school vacations during the regular school year.
- Provides children with regularly scheduled activities in an organized, structured, and supervised environment.
At-Risk Afterschool Care Program

• Includes educational or enrichment activities.
• Is open to all children and does not limit participation or membership on the basis of the child’s ability.
• Programs designed to meet the special needs of enrolled children, such as programs for children with learning disabilities or children who are academically gifted, may also be eligible to participate.
At-Risk Afterschool Care Program

Students who are part of a sports team or club can receive afterschool snack, but meals cannot be limited to a sports team.
At-Risk Afterschool Care Program

- An eligible afterschool program is one that is in the attendance area of a school in which 50% or more of the children enrolled are eligible for free or reduced-price school meals.
- Determinations of area eligibility are valid for five years and not required to be re-determined annually.
At-Risk Afterschool Care Program

An eligible afterschool program must:

Obtains a license or exception/authorization documentation from the MS Dept of Health
Organizations must demonstrate throughout their participation in the CACFP that they meet the following performance standards:

- Financial Viability (V)
- Administratively Capability (C)
- Accountability (A)
| V | Financial Viability and Financial Management | Shows that the organization has the financial standing and management skills necessary to meet the program requirements. Examples are audits, balance sheets, and bank statements |
| Administrative Capability | Shows that the organization has the staffing and expertise to meet all the Program’s requirements. Examples are organizational charts, Compensation Plans, job descriptions, procedures and policies |
| A | Accountability | Shows that the organization has the ability to track and monitor its actions regarding program funds and meal service. Examples are budgets, training, monitoring schedules |
In order to participate in the CACFP, all organizations must operate a non-profit food service principally for the benefit of the enrolled participants and maintain records documenting the operation of that food service.

- The non-profit food service account funds are **restricted** and can only be used for allowable food service costs.

- An organization must maintain no more than 3 months of average expenditures in the non-profit food service account. If there is an **excess**, they are directed to spend the funds on pre-approved costs.
Administrative Costs and CAP

- Sponsors must ensure that all centers under their sponsorship maintain a non-profit food service. Sponsors of **Centers** may retain up to 15% of the CACFP reimbursements to cover their costs incurred in supporting the operation the non-profit food service in all sites sponsored, i.e., monitoring and training.

- Sponsors of **DCH** providers will receive a separate administrative reimbursement based on the number of providers sponsored.
Budget

• All organizations develop and maintain an annual budget listing the operation costs and administrative costs for the food program.

The Budget will:

• Project the amount of revenue in the non-profit food service account and contain the allowable cost items and projected expenses.
Budget Requirements

All budgets **MUST** be pre-approved by the State Agency.

All costs **MUST** be on this budget and approved by the SA before any costs are incurred.

Documentation **MUST** be maintained on each of these costs.
Financial Guidance

When creating their budget and financial management plan, organizations should consult the most current revision of the FNS Instruction 796-2, Financial Management-Child And Adult Care Food Program. This guidance covers important topics such as:

- Allowable Costs
- Unallowable Costs
- Levels of Approval
Allowable Costs

The organizations participating in the CACFP must ensure that their non-profit food service funds are used only for allowable costs that are **reasonable and necessary** for the operation of a non-profit food service.
Reasonable Costs

To help determine if a cost is reasonable, the organization should ask: “Would a sensible, prudent person pay this amount for the same item or service?”

If the answer is no, then it may not be a reasonable cost.
Necessary Costs

To help determine if a cost is necessary, the organization should ask: “Is this item or service required for the operation of the CACFP?” Depending on the item or service the answer may be:

- Yes
- Partially
- No
Yes. If not for the CACFP this cost would not be incurred.

Partially. The cost would be incurred for normal business purposes, but a portion can be attributed to the CACFP. In this case, the Program operator must prorate the cost and determine the amount to allocate to the non-profit food service account.

No. This cost is not at all due to the CACFP.
Operating costs vs. Administrative Costs

Costs in the non-profit food service fall in to one of two categories: Operating and Administrative costs.

<table>
<thead>
<tr>
<th>Operating Costs</th>
<th>Administrative Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allowable expenses used for serving meals to eligible participants</td>
<td>Allowable expenses used for planning, organizing, and managing the non-profit food service</td>
</tr>
<tr>
<td>Examples: Food, Labor, and Supplies-pots, pans, forks, napkins, etc.</td>
<td>Examples: Monitoring, Recordkeeping, Planning, Training</td>
</tr>
</tbody>
</table>
Topic 4: What is the CACFP ACQR Report?

The Actual Cost Quarterly Report is a report completed by CACFP organizations to record Costs related to the Approved Budget for the applicable program year.

Transactions are recorded by quarterly total for each Budgeted Line Item:

1. Salary and Wages
2. Benefits
3. Food Purchases
4. Meal Contracts (meal cost)
5. Mileage (meal transporting cost)
6. Non-Food Supplies
7. Printing/Postage/Communications
8. Purchased Services
9. Food Service Space
10. Reimbursement to Unaffiliated Centers (Sponsors Only)
11. Equipment Purchase over $500
12. Other
Who must Complete ACQR Report?

- Required for all **For-profit, Non-profit**, and **Public** organizations participating in the Child and Adult Care Food Program.
Tools Needed to Complete the ACQR Report

- Access to MARS
- Actual Cost Quarterly Report
- Approved Budget for the current program year
- Receipts and Invoices for the applicable months
- Salary and Wage Documentation for the applicable months
- Cost Worksheets for each month in the Quarter
Step 1: Select the CACFP Module
Step 2: Click on Application

Child and Adult Care Food Program

Your password will expire in 3 days. Please change your password before it expires.

Welcome to the Child and Adult Care Food Program!
### Child and Adult Care Food Program

#### Application and Reporting Requirements

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization Manager</td>
<td>CACFP Organization's Profile, Site and Hold Information</td>
</tr>
<tr>
<td>Potential Sponsor</td>
<td>Potential Sponsor</td>
</tr>
<tr>
<td>Application Packet - Center</td>
<td>Center Application Forms (Organization and Site)</td>
</tr>
<tr>
<td>Application Packet - DCH</td>
<td>DCH Application Forms (Organization and Provider)</td>
</tr>
<tr>
<td>Advance Request</td>
<td>Organization’s request for Cash Advance(s) for the current year</td>
</tr>
<tr>
<td>Advance Requests Manager</td>
<td>Manage requested Advance(s) for the current year</td>
</tr>
<tr>
<td><strong>ACQR - Center</strong></td>
<td>Center Actual Cost Quarterly Report</td>
</tr>
<tr>
<td><strong>ACQR - DCH</strong></td>
<td>DCH Actual Cost Quarterly Report</td>
</tr>
<tr>
<td>ACQR Summary - Center</td>
<td>Center Actual Cost Quarterly Report Status Summary</td>
</tr>
<tr>
<td>ACQR Summary - DCH</td>
<td>DCH Actual Cost Quarterly Report Status Summary</td>
</tr>
<tr>
<td>Annual Audits</td>
<td>Annual Audits</td>
</tr>
<tr>
<td>Annual Audit Status Summary</td>
<td>Annual Audit Status Summary</td>
</tr>
<tr>
<td>Download Forms</td>
<td>Forms Available for Downloading</td>
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</tbody>
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**Step 3:** Click on the ACQR Report
### Step 4: Click Add

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<thead>
<tr>
<th>Action</th>
<th>Quarter</th>
<th>Date Range</th>
<th>Status</th>
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<tbody>
<tr>
<td>Add</td>
<td>1</td>
<td>10/01/2019 - 12/31/2019</td>
<td>Not Started</td>
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<tr>
<td></td>
<td>2</td>
<td>01/01/2020 - 03/31/2020</td>
<td>Not Available</td>
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<tr>
<td></td>
<td>3</td>
<td>04/01/2020 - 06/30/2020</td>
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<tr>
<td></td>
<td>4</td>
<td>07/01/2020 - 09/30/2020</td>
<td>Not Available</td>
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</table>
Step 5: Input Total CACFP Reimbursement Received

This total should be obtained from the Claim Year Summary by adding the Earned Amount for each month of the Applicable Quarter.

<table>
<thead>
<tr>
<th>Budget Category</th>
<th>Approved Amended Budget</th>
<th>First Quarter</th>
<th>Second Quarter</th>
<th>Third Quarter</th>
<th>Fourth Quarter</th>
<th>Year to Date Revenues</th>
<th>Budget Balance</th>
<th>Percentage Budget Earned</th>
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</thead>
<tbody>
<tr>
<td>Projected Total Annual Revenue</td>
<td>18,500</td>
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<td>18,500</td>
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<tr>
<td>Total Revenues</td>
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<table>
<thead>
<tr>
<th>Claim Month</th>
<th>Adj Number</th>
<th>Claim Status</th>
<th>Date Received</th>
<th>Date Processed</th>
<th>Earned Amount</th>
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<td>Oct 2019</td>
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<td>Processed</td>
<td>11/05/2019</td>
<td>11/06/2019</td>
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<td>Nov 2019</td>
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<td>Processed</td>
<td>12/06/2019</td>
<td>12/11/2019</td>
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<td>Dec 2019</td>
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<td>01/08/2020</td>
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### Step 6: Enter Operating Expenses by Category

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<th>Budget Category</th>
<th>Approved Amended Budget</th>
<th>First Quarter</th>
<th>Second Quarter</th>
<th>Third Quarter</th>
<th>Fourth Quarter</th>
<th>Year to Date Expenditures</th>
<th>Budget Balance</th>
<th>Percentage Budget Expended</th>
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<tr>
<td>Salary and Wages</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00</td>
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<tr>
<td>Benefits</td>
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<td>Food Purchases</td>
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<tr>
<td>Meal Contracts (meal cost)</td>
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<td>0</td>
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<td>0</td>
<td>0</td>
<td>0.00</td>
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<tr>
<td>Mileage (meal transporting cost)</td>
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<td>0</td>
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<td>Non-Food Supplies</td>
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<td>0</td>
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<td>1,250</td>
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<tr>
<td>Printing/Postage/Communications</td>
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<td>Purchased Services</td>
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<td>Food Service Space</td>
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<tr>
<td>Reimbursement to Unaffiliated Centers (Sponsors Only)</td>
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<tr>
<td>Equipment Purchase over $500</td>
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<td>Other</td>
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<td>0</td>
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<td><strong>Total Operating Expenses</strong></td>
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<td><strong>17,250</strong></td>
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Step 7: Enter Total Administrative Expenses by Category

<table>
<thead>
<tr>
<th>Administrative Expenses</th>
<th>First Quarter</th>
<th>Second Quarter</th>
<th>Third Quarter</th>
<th>Fourth Quarter</th>
<th>Year to Date Expenditures</th>
<th>Budget Balance</th>
<th>Percentage Budget Expended</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary and Wages</td>
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<td>0</td>
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<td>0</td>
<td>0</td>
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<tr>
<td>Benefits</td>
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<td>Office Space/Rental/Lease/Depreciation Use Allowance</td>
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<td>Utilities/Facility Maintenance/Janitorial Services</td>
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<td>Travel for Program Operations</td>
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<tr>
<td>Center Workshops/Participant Training/Staff Training</td>
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<td>Nutrition Education Materials</td>
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<td>Meetings/Conferences</td>
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<td>0</td>
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<td>0</td>
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<td>0.00</td>
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<tr>
<td>Insurance Premiums/Bonding</td>
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<td>0</td>
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<td>Memberships/Subscription/Professional Activities</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00</td>
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<tr>
<td>Other</td>
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<td>0</td>
<td>0</td>
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<td>0</td>
<td>0.00</td>
</tr>
<tr>
<td>Other Administrative Expenditures/Advertising</td>
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<td>0</td>
<td>0</td>
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<tr>
<td>Total Modified Direct Costs (TMDC)*</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>1,250</td>
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</table>

Total Administrative Expenses: 1,250
Step 8: Certify and Save

Certification

☐ I certify that the information on this form, and supporting documents, is true and correct and that I will immediately report to the State any changes that occur to the information submitted. I understand that this information is being given in connection with receipt of federal funds. The State may verify information; and the deliberate misrepresentation or withholding of information may result in prosecution under applicable state and federal statutes.

Internal Use Only

Status: Not Started

Date Approved:

Internal Comments:

Comments to Organization:

Created By: SQEvans on: 7/9/2020 8:23:10 AM

Save  Cancel
CACFP ACQR Report
Due Dates
for PY 2020-2021

1st Quarter
Reporting period: October 1 – December 31
• Due Date: February 15th

2nd Quarter
Reporting period: January 1 – March 31
• Due Date: May 15th

3rd Quarter
Reporting period: April 1 – June 30
• Due Date: August 15th

4th Quarter
Reporting period: July 1 – September 30
• Due Date: November 15th
Tips for Completing the ACQR Report

REMINDERS:

• Record only actual program expenses.
• Record only actual expenses that received approval in the Budget.
• Maintain a copy of all supporting documentation for your records.
What happens when the ACQR Report is submitted to the State Agency?

- The ACQR report will be reviewed by designated State Agency staff.
Federal regulation 226.6(b) requires each institution applying for participation in the Child and Adult Care Food Program (CACFP) to submit sufficient information to document that the institution is financially viable, administratively capable of operating the CACFP, and has internal controls in effect to ensure accountability.
Demonstrating VCA

To document this, the new institution must prove in its application materials that it is capable of operating in conformance with the following performance standards.

The State Agency may only approve institutions that meet these performance standards and must deny the institutions that do not meet the standards.
Required Supporting Documentation

<table>
<thead>
<tr>
<th>PHASE I</th>
<th>PHASE II</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current License/Letter of Exemption</td>
<td>Permanent Agreement</td>
</tr>
<tr>
<td>Current Food Permit</td>
<td>Request for MARS User ID and Password Form</td>
</tr>
<tr>
<td>Current Fire Marshall Report</td>
<td>W-9 Form</td>
</tr>
<tr>
<td>Bank Statements and Form 990 <em>(non-profits)</em></td>
<td>Documentation of Employee Identification Number (EIN)</td>
</tr>
<tr>
<td>Verification of Income Exceeding Expenses</td>
<td>Compensation Plan/Employee Handbook</td>
</tr>
<tr>
<td>Job Descriptions-Administrative</td>
<td>Local Privilege License (if applicable)</td>
</tr>
<tr>
<td>Job Descriptions-Operational</td>
<td>Copy of State Incorporation Documents (if applicable)</td>
</tr>
<tr>
<td>Board of Directors</td>
<td>Copy of Letter from the IRS citing non-profit status (if applicable)</td>
</tr>
<tr>
<td>Articles of Incorporation</td>
<td>Copy of Signed Board Minutes authorizing participation in CACFP (if</td>
</tr>
<tr>
<td></td>
<td>applicable)</td>
</tr>
<tr>
<td></td>
<td>SAMS/Paymode/DUNS/MAGIC Confirmation</td>
</tr>
</tbody>
</table>
Upon successful submission of the Phase I and Phase II documents, potential new CACFP Program operators will participate in a one-on-one training with the State Agency called a *pre-operational visit*. 
Topic 6: Updates, Amendments, and Renewals

• Generally, once approved to participate in the CACFP, an organization must update its application documents with the SA as changes occur.

• Examples of changes include a new director, adjusted meal service times, or the closure of a site. Please notify your program specialist as changes occur or create an amendment in MARS.
When adding new sites or a new day care home provider to an approved application, organizations must submit the following documents:

- Facility License, Letter of Exemption, Fire Marshal’s Report, and Day Care Home Inspections
- Food Service Permit and/or Food Safety Training
- Privilege Tax License or Documentation of Good Standing with Sec. of State
- Site/Provider Agreement (signed copy)
- Pre-Approval Visit Form for FDCH
- Verification of absence from National Disqualified List
- Pre-Operational Visit Form

Adding New Sites or Providers
Renewal Process

- Organizations are required to renew their participation in the program each year.
- In addition to the information organizations must provide each year, the organization will be required to submit certain items as part of the renewal.
Renewal Requirements

The following items are required for uploading in MARS for renewal:

• Bank statements from the Food Account for the previous program year.
• License, Letter of Exemption, Fire Marshal’s Report, and FDCH Inspections
• Food Service Certificate (Permit)
• Agreement to Furnish Food if obtaining meals from a vendor
• Supporting documentation for rental agreement, method of proration, cost allocation-if requesting these items in your budget.
Renewal Requirements

- Staffing Pattern
- Board minutes accepting final financial and administrative responsibility for the CACFP for the **new program year**
- Privilege Tax License or Good Standing documentation with the Secretary of State
- Change of Signature Form only if authorized personnel has changed
Renewal Requirements for Sponsors

For all **Unaffiliated sponsors**:  
• Please submit your Sponsor/Site Agreements for any new sites you are adding at this time.

For **At Risk Sponsors**:  
• In addition to the aforementioned items, please submit your exemption letter or an email from the Health Dept if you had changes to your program schedule i.e., times or days of operation.
Renewal Requirements for Adult Day Care Centers

For Adult Day Care organizations:
• In addition to the previously mentioned items, please submit a current letter or inspection from your local Fire Marshal.
Renewal Requirements for FDCH Sponsors

In addition to the aforementioned items, please submit copies of:

- Money orders
- Request to Inspect for providers who are due for inspections for the months of September and October.
- FDCH provider spreadsheet
- A list of providers who qualify for Tier I based on SNAP participation
- Administrative Reimbursement Worksheet
Questions