

# Financial Viability, Capability and Accountability Profile for New Institutions

## New Center Training

PY 2020-2021



MISSISSIPPI  
DEPARTMENT OF  
EDUCATION

Ensuring a bright future for every child

**CACFP Support Division**

Office of Child Nutrition

601-576-5000

# Federal Regulation 226.6(b)

- Requires each institution applying for participation in the CACFP to submit documentation demonstrating that it is:
  - ✓ Financially **Viable**
  - ✓ Administratively **Capable**
  - ✓ **Accountable**



- To document this, new institutions and organizations must complete the **VCA Profile** and provide all supporting documentation.

## Demonstrate



# Legal Name and Addresses

- Submit the Legal Name of Organization
- Provide Mailing Address and Physical Address



# Identify the Type of Institution

## How would you describe your organization?

**Government Agency**  
**Faith-Based**  
**Education Institution**  
**Indian Tribe**  
**Military Installation**  
**Other**

## What type of entity is the organization?

**Non-Profit Corporation**  
**General Partnership**  
**Limited Partnership**  
**Limited Liability Partnership**  
**For-Profit Corporation**  
**Sole Proprietor**  
**Corporation**  
**Limited Liability Corporation**  
**Other**

## Identification Numbers

**Employer Identification Number  
(EIN)**

**Date Universal Numbering System  
(DUNS)**

# CACFP Specific Queries

- Indicate the number of CACFP facilities to be administered by type
- Complete the contact information for the CACFP contact person for the organization



# Financial Viability and Financial Management

1. Submit financial statements.
2. What activities does the institution conduct? For how long?
3. Describe all revenue and resources available.
4. Expectations regarding level, function, or nature of funding
5. Is revenue available to operate CACFP on a daily basis?
6. Sponsors: What's the geographic area to be served?
7. Sponsors: Are there other CACFP organizations in the area?
8. Sponsors: How will unserved participants benefit from CACFP?



# Administrative Capability

9. Prior participation in Child Nutrition Programs
10. Participation in Federally funded programs
11. Who is responsible for purchasing, preparing and serving meals?
12. Who is responsible for administering the CACFP?





# Program Accountability

13. Who approves fiscal actions, policy decisions, and other administrative issues?
14. Procedures and Practices ensuring adequate oversight
15. Members of the Board of Directors
16. Length of Term and Meeting Frequency
17. Process and criteria for selecting Board Members
18. Board of Directors' role in fiscal actions, policy decisions, and other administrative issues
19. Board of Directors' relationship with principals
20. Conflict of Interest
21. Articles of Incorporation



# Fiscal Requirements

22. Financial Tracking System
23. Describe the institution's accounting system.
24. GAAP and Taxes
25. Bank Account
26. Will CACFP funds be co-mingled with other funds?
27. Ensuring allowable use of CACFP fund
28. Procedural Manual
29. Fiscal integrity and accountability for all CACFP receipts, reimbursements, expenses, and income
30. Preventing and detecting improper financial activities




# Basic Information

31. Licensed by the MSDH
32. Exempt from licensure by the MSDH
33. Alternate Approval for Day Care Homes, Shelters, and Adult Day Cares
34. Health and safety standard compliance for At-Risk and Outside school hours sites
35. Number of CACFP sites
36. Where are meals prepared?
37. Health and sanitation compliance
38. CACFP meal pattern requirements
39. Improving Nutrition Education
40. Increase Physical Activity



# Points to Remember!

- Paper Clip! 
- Accurate and Valid Contact Information
- Consistency of Legal Name
- Assess financial solvency
- Adequate Oversight of the Program
- How will participants benefit from CACFP?



# Questions

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# CACFP Staff Contact Information (601) 576-4954

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# Non-Discrimination Statement

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This institution is an equal opportunity provider.