

Child and Adult Care Food Program
FY2017 Renewal Application Checklist
 For At-Risk Sponsors

INSTRUCTIONS: The documents listed below must be sent to the email address CACFP@azed.gov to apply for participation in the FY2017 CACFP. The blue hyperlinks below provide you access to pdf fillable forms when selected. **Please name and number all of your documents to match the name and number listed below when you submit them as email attachments.** Ensure that you have selected either yes or N/A on this checklist to indicate whether the item is included in your application. **You must also include the name of the organization in the subject line of the email or your documents will not be identifiable in our system.** You may be required to send several separate emails with attachments, due to reaching the maximum allowable size. Once your submitted renewal application has been approved, you will be notified to update and submit your online applications (both site and sponsor) in the CNP Web System. Remember, you must submit the site application(s) first, followed by the sponsor application.

ITEM INCLUDED?			CACFP USE	DOCUMENTS REQUIRED
#	YES	N/A		
1.				This signed Renewal Application Checklist (select yes or N/A for each item on the list)
2.				Financial Administrative Form for Sponsoring Organizations (N/A if on NSLP or SFSP)
3.				2017 Renewal Training Certificate
4.				Organizational Chart (Non-Profits only)
5.				Outside Employment Policy
6.				Current DHS or Child Care Standards with fire & health inspections (Non-school sites, only)
7.				Procurement Standards (completed and signed)
8.				Civil Rights Pre-Award Compliance (completed and signed)
9.				Civil Rights Data Collection (completed and signed)
10.				Management Plan for Non-Profit Organizations or Schools (completed and signed)
11.				Agenda from FY16 Annual Staff Training (on all required topics: meal pattern, meal count procedures, claims submission, review requirements, record keeping, civil rights, and the reimbursement system)
12.				Sign-in Sheets from FY16 CACFP Annual Staff Training (conducted in 2016)
13.				Description of Materials used for FY16 Annual Staff Training (websites/links, manuals, etc.)
14.				Additional monitoring schedule pages (from Mgt. Plan, Page 3, #6)*
15.				Sponsors with 25 or > facilities, policy addressing monitoring Full Time Equivalents *
16.				Notification of unannounced reviews to Multi-sites or Multi-centers 7 CFR 226.16(d)(4)(vi) *
17.				Expenses that require disclosure (Non-profits - from Mgt. Plan, Page 4, #8.) *
18.				Subcontracts for bookkeeping, data processing, etc. (Non-Profits -from Mgt. Plan, Page 4, #9.) *
19.				Food Service Vendor Contract -if using caterer/school district for food service
20.				If Non-profit provide Board of Directors with addresses *
21.				If Non-profit provide proof of tax exemption *
22.				At-risk Meal Programs provide school area eligibility *
23.				At-risk Meal Programs provide enrichment activity schedules or calendar *
24.				Rental Lease or Depreciation Schedule if owned *
25.				Costs for Unaffiliated Centers *

*= If applicable

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Certification Statement:

"This is to certify that _____ meets all of the
(Name of Sponsoring Institution)

requirements for Renewing Institutions contained in 7 CFR 226.6(b)(2). This means

_____ certifies that:
(Name of Designated Official Authorized on the CACFP Permanent Agreement)

- The Management Plan on file with the Arizona Department of Education is complete and up to date. Any necessary updates are attached;
- The Civil Rights Data Collection Form being submitted to the Arizona Department of Education is current.
- No sponsored facility or principal of a sponsored facility is currently on the CACFP National Disqualified List;
- The outside employment policy most recently submitted to the Arizona Department of Education remains current and in effect;
- The names, mailing addresses, and dates of birth of all current institution principals have been submitted to the Arizona Department of Education;
- The Institution itself, and the Institution's principals, are not currently on the CACFP National Disqualified List;
- The list of any publicly funded programs institution and principals have participated in the past seven years is current;
- The Institution itself, and the Institution's principals, have not been determined ineligible for any other publicly funded programs due to violation of the Program's requirements in the past seven years;
- No principals of the Institution have been convicted of any activity that occurred during the past seven years and that indicated a lack of business integrity; and
- The Institution is currently compliant with the required performance standards of financial viability and management, administrative capability, and program accountability as described in 7 §CFR 226.6(b)(2)(vii).
- All staff has been trained according to the CACFP training requirements.
- All CACFP documentation is maintained on-site for the current fiscal year, and all CACFP records are maintained for five years.
- I have selected [CACFP Guidance Manuals](#) and I am aware of the USDA resources available to me.
- I have selected [Procedures for Complaints of Discrimination](#), [Procurement Standards](#), [Procurement Plan](#), and [Administrative Review Procedures](#) and have read and understand all of these procedures.

Any of the above information that has changed since the initial application has already been submitted to the Arizona Department of Education or is being submitted with this certification.

I certify that all of the above information is true and correct."

(Signature of Designated Official Authorized on the CACFP Permanent Agreement)

Furthermore, my signature indicates that I have reviewed and understand each of these documents; including all items which have been checked yes on this checklist.