



Arizona Department of Education  
Child and Adult Care Food Program  
**New Applicant Guide**

Thank you for your interest in applying for the Child and Adult Care Food Program in Arizona! There are five steps to the application process:

- ✓ **Step 1:** Complete the online [Introduction to CACFP](#) and [Civil Rights Compliance](#) trainings.
- ✓ **Step 2:** Attend How to Operate the CACFP in-person [Nutrition Track](#) and [Administrative Track](#) trainings.
- Step 3:** Mail in the Intent to Apply documents within 15 calendar days of attending training.
- Step 4:** Submit the online Management Plan and Budget and receive a Pre-Approval Visit.
- Step 5:** Submit your application in the CNPWeb system.

If you have not completed steps 1 and 2, please visit <http://www.azed.gov/hns/startcacfp/> and complete the training requirements to be able to advance in the CACFP applications process.

This worksheet provides guidance to help you organize and successfully complete steps 3, 4, and 5 in the applications process for the CACFP. Many needed forms are provided by ADE and have been embedded in this document via hyperlinks. If this form has been printed, please consider accessing an electronic version of this form available on ADE's webpage at the following: <http://www.azed.gov/hns/startcacfp/>.

### Step 3 – Intent to Apply Packet

Within 15 calendar days of attending “How to Operate CACFP” In-Person Training, a complete ‘Intent to Apply’ packet must be mailed to ADE’s Phoenix office. The following documents are required to be submitted to ADE as indication of your intent to apply to participate in the CACFP.

**Documents:**

- 2 [Permanent Agreements](#) (2 originals, use blue ink)
- [Sponsor and Site Add/Change/Delete Form](#)
- [ADE Connect Request for Entity Administrator](#)
- [AZ W-9 & Vendor Authorization Form](#) (use blue ink)
- [Training Certificates](#)
  - Introduction to CACFP
  - Civil Rights Compliance
  - How to Operation Nutrition Track
  - How to Operate Administration Track
- 3 Months of Bank Statements



**Within 15 calendar days of training,  
mail your complete packet to:**

The Arizona Department of Education  
Health & Nutrition Services, CACFP  
1535 W Jefferson St., Bin #7  
Phoenix, AZ 85007

**Resource:** ADE *highly* encourages you use the step-by-step [How to Complete the Intent to Apply](#) guide when completing these documents. Submitting an incomplete or incorrectly completed packet can significantly delay or prevent your ability to advance in the applications process.

**NEXT STEPS:** ADE will receive your Intent to Apply packet. It will be reviewed and assessed for completeness. If your packet is incomplete or incorrectly completed, ADE will contact you and request revisions or return your application.

If/when your Intent to Apply Packet is deemed complete by ADE, it will be processed, and you will be notified via email when you are ready to advance to step 4.

## Step 4 – Management Plan and Budget

Congratulations on reaching step 4 of the applications process! This process is the most labor-intensive step of the applications process – but fear not, ADE is here to help.

You should have received an email sharing that your Intent to Apply packet has been processed and you are ready to advance to step 4. This email contains a wealth of helpful information:

- Sponsor Name, Site Name, and CTDS Number: This is how your organization is established in ADE’s system.
- Entity Administrator: The email lists your assigned Entity Administrator. This person can assign permissions to applications in ADE’s online system.

My Entity Administrator is: \_\_\_\_\_

- [How to Grant Permissions in ADEConnect](#): This is a step-by-step guide for the Entity Administrator to follow to grant permissions to the systems needed to complete the remainder of your CACFP application.
- Assigned Program Specialist: You will also find the contact information for your assigned program specialist. This person will be your CACFP go-to and is able to answer and address all CACFP questions or concerns.

My Assigned Program Specialist is: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

### Accessing the Management Plan and Budget:

To access the system, your Entity Administrator must grant you permissions by following the steps outlined in the [How to Grant Permissions in ADEConnect](#) guide. For assistance, contact ADE Support at (602) 542-2222.

### Completing the Management Plan and Budget:

Once you have access, you will begin step 4. As you start, bear in mind these helpful hints:

- Save your changes regularly. The system times out after 10 minutes. If you are timed out prior to pressing save, all data entered will be lost.
- Many forms are provided by ADE. They have been hyperlinked to this guide and are available on our website at [www.azed.gov/hns/cacfp/renewalresources/](http://www.azed.gov/hns/cacfp/renewalresources/).
- Review the online [Management Plans and Budgets System training](#) for information about the system.
- Rely on your assigned program specialist! We are here to help and are happy to answer your questions.

Now, we are going to walk through the Management Plan and Budget.

## Management Plan

### SPONSOR INFORMATION:

- DUNS #: To lookup or request a DUNS#, visit the [Dun & Bradstreet webpage](#).
- Federal ID #: This is your tax/employer ID. It is a 9-digit number.
- Documents Upload:
  - Food Service Contract Document, *if applicable*. Contact Veronica Cramer at [Veronica.Cramer@azed.gov](mailto:Veronica.Cramer@azed.gov) for assistance and contract approval.
  - Organization’s Certificate of Incorporation – visit [AZ Corporation Commission webpage](#) to search for an online certificate of good standing.
  - [Policy document for Computer generated meal count system](#), *if applicable*.
  - [Free and Reduced-Price Policy Statement](#)
  - List of Board Members with Addresses *private non-profits only* – upload a list of your board members with addresses
  - Tax Exempt Letter *private non-profits only* – upload your organization’s tax exemption letter
  - [Media Release Document](#)

- Organizational Chart – Upload the organizational chart for your organization.
- Annually Required Training Certificates – Upload How to Operate Nutrition and Administrative Track and Online Civil Rights Compliance Training Certificate ([How to Print Training Certificates](#))

### SITE INFORMATION:

#### Resources:

[Site Worksheet](#): To assist in the completion of the Site Information page, ADE created an optional [site worksheet](#).

[How to Determine At-Risk Eligibility](#): For sites that operate the At-Risk Afterschool Program, please use this guide to assist in the successful completion of the at-risk eligibility fields and uploads.

- Traditional Meal Participation Meal Times: Meal and Snack Time guidance can be found on pages 67-69 of the Nutrition Track workbook.
- Civil Rights Data Collection: Using the [Site Worksheet](#), conduct a civil rights data collection at the operating site. Transfer the information collected to the enrolled column. Then, use the [American Fact Finder Website](#) to obtain the information needed for the Service Area% Column. Note! The Number of Participants Total Enrolled must be the same number as Total Enrolled in the Civil Rights Data Collection Racial and Ethnic Category.

**Number of Participants**

Title XIX/Title XX:\*

Free:\*

Reduced-Price:\*

Paid:\*

**Total Enrolled:**

Calculated F/R%:

| Racial Category                   | Enrolled | Enrolled% | Service Area% |
|-----------------------------------|----------|-----------|---------------|
| White                             |          |           |               |
| Black or African American         |          |           |               |
| American Indian or Alaskan Native |          |           |               |
| Asian                             |          |           |               |
| Native Hawaiian                   |          |           |               |
| Some Other Race                   |          |           |               |
| Two or More Races                 |          |           |               |
| <b>Total</b>                      |          |           |               |

  

| Ethnic Category   | Enrolled | Enrolled% | Service Area% |
|---|----------|-----------|---------------|
| Hispanic or Latino (Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race) |          |           |               |
| Non-Hispanic or Non-Latino (All others, Irish, French, German, etc.)  |          |           |               |
| <b>Total</b>  |          |           |               |

- Documents Upload:
  - Licensing or Child Care Standards documents: Upload the site's license to operate. If the site does not have a license, complete and upload [ADE's Child Care Standards for Unlicensed Facilities](#) document.
  - Self-preparation sites must upload kitchen permits. If meals are purchased by a vendor, upload the caterer's/vendor's kitchen permit.
  - Upload rental/lease contract or depreciation schedule, *if applicable*.

### ADMINISTRATIVE CAPABILITY:

- Training:
  - Annual Training/Annual Civil Rights Training for all staff members was completed on?: All staff must be trained prior to approval. Therefore, this date should fall between the date you attended training and the date of application.
  - Proposed Date for CACFP Annual Training and Annual Civil Rights: This must fall between October 1-September 30 of the following program year.
- Documents Upload:
  - Job Descriptions that include assigned CACFP responsibilities and duties: Upload the job descriptions for staff with CACFP duties at your organization. For guidance, view ADE's [Sample Job Descriptions](#).
  - CACFP Annual Training Agenda and Sign-In Sheet: ([ADE Template](#)) Upload the training agenda and sign-in sheets from your internally provided CACFP training. The agenda must list the topics covered and the location and date of training.
  - Civil Rights Training Agenda and Sign-In Sheet: ([ADE Template](#)) Upload the training agenda and sign-in sheets from your internally provided Civil Rights training. The agenda must list the topics covered and the location and date of training.

- [Sample Monitoring Schedule](#) *for multi-site sponsors only*
- Recordkeeping Policy ([Single Site](#)) ([Multi-Site](#))
- Menus ([ADE Sample Cycle Menu](#)) ([ADE Menu Template](#))
- [Building for the Future Document](#)
- [Civil Rights Pre-Award Document](#)
- [Sample Unannounced Review Policy](#) *for multi-site sponsors only*
- Outside Employment Policy ([ADE Sample](#))

### **FINANCIAL VIABILITY:**

This section is reviewed and scored by one of ADE's Audit Specialists. Please be thorough, detailed, and honest in your responses.

- Responsible Principals: At least two different people must be listed. The address must be a personal, non-business mailing address.
- Projected Revenue Sources:
  - Income Sources Table: To be a financially viable candidate for the CACFP, you must have sufficient funding sources available to sustain CACFP operations without relying on CACFP reimbursement. Consider tuition and fees, unrestricted funds, DES funds, etc. Note! Quality First funds cannot be used for the CACFP and should not be included in this chart.
  - Anticipated Monthly Reimbursement: Calculate your projected CACFP reimbursement using [ADE's Projected Reimbursement Calculator](#).
- Documents Upload:
  - [Procurement Standards/Plan Document](#) Note! Information must be inputted on page 1, 6, and 7.
  - Satisfaction of Judgements/Liens (if applicable): If you've had a historic judgement or lien, please upload documentation demonstrating action has been made to address the issue(s). This may include a payment plan, written explanation of the circumstance, result of a hearing, etc.

### **CERTIFICATION STATEMENTS:**

Once you've completed the Sponsor Information, Site Information, Administrative Capability, and Financial Viability pages, finalize your Management Plan by reading the Certification Statements. If they read true and correct, check the boxes and save and submit your Management Plan.

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## **Budget**

Now, we will cover the Budget. The budget is how you anticipate spending your CACFP reimbursement and can be revised at any time.

### **Considerations:**

- ✓ No more than 15% of anticipated reimbursement may be spent on Administrative Expenses.
- ✓ ADE requires at least 50% of anticipated reimbursement be spent on food.
- ✓ You must operate a non-profit food service, meaning all your reimbursement must be spent on allowable CACFP funds.

### **Resources:**

[Budget Spreadsheet](#): ADE has created an optional [budget spreadsheet](#) to assist in the preparation of budget figures prior to inputting them in your Budget.

Calculate your projected CACFP reimbursement using [ADE's Projected Reimbursement Calculator](#).

- Facility Information:
  - Administrative Square Footage: This includes the square footage of the office area used for the CACFP.

- Operational Square Footage: This includes the kitchen and total square footage of tables used for the meal service.
- Total Square Footage: This is the total square footage of your facility.
- Labor Cost – Administrative:
  - Position: Commonly, the owner, director, assistant director, office manager, and monitor(s) perform administrative tasks.
  - CACFP Duties: Administrative Labor includes the time spent on administrative tasks, such as recordkeeping, training, monitoring, completing applications and claims, and planning for the CACFP.
  - Number of Staff: The number of staff conducting administrative labor should not exceed 1-2 staff person(s)/site.
  - Hours per day for CACFP Duties: ADE anticipates approximately 10 hours a month be spent on administrative duties, which equates to approximately 0.25-0.5 hours per day.
  - Salary/Wage per hour: Input the hourly wage of the corresponding staff person.
  - CACFP Portion of Benefits: Most operators choose to exclude benefits from their CACFP budget. If you choose to include the CACFP Portion of Benefits, complete the following calculation:  
(Administrative Square Footage ÷ Total Square Footage) X Gross CACFP Pay = CACFP Portion of Benefits
- Facility Cost – Administrative:
  - Depreciation or Rent (monthly): Input the monthly rent or depreciation. The amount inputted must match the depreciation schedule or rental/leasing agreement uploaded to the site information on your Management Plan. The CACFP allowable portion will automatically calculate.
  - Contracted Services: Most operators choose to exclude contracted services from their CACFP budget. Administrative contracted services may include a CACFP portion of a storage facility, computer maintenance, etc. If you would like to include these services, connect with your assigned program specialist for information and approval.
  - Communication Costs: A CACFP portion of phone and internet costs may be attributed to the CACFP. If you choose to include communication costs on your CACFP budget, input the type of communication cost under description (i.e. phone and internet) and the approximate monthly cost. The CACFP allowable portion will automatically calculate.
  - Other Costs: Other Costs are rarely included as they require prior written approval from your assigned program specialist. For guidance surrounding what type of expenses fall under 'Other Costs,' contact your assigned program specialist.
- Facility Cost – Operational:
  - Depreciation or Rent (monthly): Input the monthly rent or depreciation. The amount inputted must match the depreciation schedule or rental/leasing agreement uploaded to the site information on your Management Plan. The CACFP allowable portion will automatically calculate.
  - Contracted Services: Most operators choose to exclude contracted services from their CACFP budget. Operational contracted services may include a CACFP portion of a pest control service, refrigerator repair, etc. If you would like to include these services, connect with your assigned program specialist for information and approval.
  - Utility Costs: A portion of electric, gas, water, and waste bills may be attributed to the CACFP. Under Description, input the type of utility being included on your budget (i.e. Electric and Gas), and the approximate monthly cost. The CACFP allowable portion will automatically calculate.
  - Other Costs: Other Costs are rarely included as they require prior written approval from your assigned program specialist. For guidance surrounding what type of expenses fall under 'Other Costs,' contact your assigned program specialist.

- Food and Supplies Costs:
  - Describe how you determined your anticipated food and supplies costs and input the approximate yearly amount. Recall, ADE expects at least 50% of your anticipated reimbursement be attributed to food.
- Projected Annual CACFP Reimbursement for upcoming fiscal year: Calculate your projected CACFP reimbursement using [ADE's Projected Reimbursement Calculator](#).

#### NEXT STEPS:

- **Pre-Approval Visit:** Once you have submitted your Management Plan and Budget, alert your assigned program specialist. At this time, they will begin reviewing your submission and schedule a pre-approval visit. The pre-approval visit is an opportunity for ADE to determine if your processes are consistent with program regulations or if you need some additional support prior to approval.
- **Management Plan and Budget Processing:** Your assigned specialist will review your Management Plan and Budget. Once it has been reviewed, they will contact you and explain any revisions that are needed. You will then work collaboratively with your specialist until your application is ready for director approval. Then, it will be reviewed by a Community Nutrition Programs Director. Once reviewed, your specialist will notify you to proceed to the fifth and final step of the CACFP applications process.

### Step 5 – CNPWeb Site and Sponsor Application

Congratulations! You have reached the fifth and final step of the CACFP applications process. Once your organization's Management Plan and Budget have been approved, Step 5 requires you transfer this approved information into the CNPWeb Site and Sponsor applications.

#### **Resources:**

[CNPWeb Applications Guide](#): This guide walks you through the steps to successfully submitting your CNPWeb site and sponsor applications. ADE highly encourages you utilize this guide.

[Transferring the Management Plan and Budget to the CNPWeb](#): The figures inputted on the CNPWeb must match your approved Management Plan, therefore, ADE created this an optional worksheet to provide ease when transferring information from the Management Plan and Budget to the CNPWeb.

NEXT STEPS: Your assigned program specialist will review your CNPWeb site and sponsor applications once submitted. If there are errors, they will request revisions. If/when the applications are free of errors, your application will be approved, and you will be ready to begin claiming for CACFP operations.

### *Congratulations and Welcome to the CACFP!*

Questions? Please contact your assigned program specialist or the Specialist of the Day at (602) 542-8700, press 1.

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