



**Arizona Department of Education
Child and Adult Care Food Program
Renewal Preparation Checklist**

This document is a breakdown of the minimum **required** documentation for your FY21 Renewal Application. Additional information or documents may be needed if there have been changes in your program operations. Charts, spreadsheets, and ADE templates have been hyperlinked in this checklist and are available on our website at the following: www.azed.gov/hns/cacfp/renewalresources.

Management Plan	Sponsor Information	<input type="checkbox"/> Approved Contracts (FSMC, Caterer, Sub-Contracts for book-keeping, processing, etc.) Contact Veronica.Cramer@azed.gov <input type="checkbox"/> Media Release for Pricing / Non-Pricing Programs <input type="checkbox"/> Four Annually Required Training Certificates Click here to obtain your training certificate. <ul style="list-style-type: none"> o Renewal Management Plan o Renewal Budget o Fiscal Year 2021 Updates o Civil Rights Compliance
	Site Information	<input type="checkbox"/> Enrollment Information: Site Information Worksheet <ul style="list-style-type: none"> o Number of Participants (<i>Title XIX/Title XX, Free, Reduced-Price, and Paid</i>) o Civil Rights Data Collection <input type="checkbox"/> License or Tribal Health Letter or Child Care Standards for Unlicensed Facilities <input type="checkbox"/> Lease Contract/Depreciation Schedule <i>if applicable</i> <input type="checkbox"/> At-Risk Area Eligibility Documentation <i>if applicable</i>
	Administrative Capability	<input type="checkbox"/> Date of FY20 Staff Training (Between 10/1/19-9/30/20): <ul style="list-style-type: none"> o CACFP Annual Training Date: _____ o Civil Rights Training Date: _____ <input type="checkbox"/> Proposed Date for FY20 Trainings (Between 10/1/19-9/30/20): <ul style="list-style-type: none"> o CACFP Annual Training Date: _____ o Civil Rights Training Date: _____ <input type="checkbox"/> FY20 CACFP Annual Staff Training Agenda + Sign-In Sheets (upload together as one document) <input type="checkbox"/> Civil Rights Staff Training Agenda + Sign-In Sheets (upload together as one document) <input type="checkbox"/> Proposed Monitoring Schedule (<i>Multi-Site Sponsors Only</i>)
	Financial Viability	<p>The entire Financial Viability page must be completed. Information you will need includes:</p> <input type="checkbox"/> Publicly Funded Programs and Projected Revenue Sources <input type="checkbox"/> Responsible Principals <input type="checkbox"/> Internal Controls, Financial Recordkeeping, and Conflicts of Interest <input type="checkbox"/> Satisfaction of Liens/Judgements/Bankruptcies <i>if applicable</i>
	Budget	<p>FY21 Only: Submit your FY21 budget using the estimated reimbursement and costs reported in your approved FY20 budget.</p>