FDCH Sponsor Renewal Application Checklist

This checklist has been designed to assist you in organizing only the minimum required information and documents needed for submission into the CNP Management Plan and Budget renewal systems. Other information or documents may be needed depending on changes in your program operation. Some of the required uploads are ADE documents for you to complete and sign; these documents can be found on the ADE website and accessed by clicking on the links in this checklist. ADE recommends you complete and save any required documents to your computer and upload where applicable.

CNP Management Plan

Sponsor Information	☐ Annually Required Training Certificates ☐ Annual Renewal Training ☐ Online Civil Rights ☐ Media Release ☐ List of Active Providers
Administrative Capability	☐ Annual Staff Training Agenda and Sign-In sheet ☐ Annual Provider Training Agenda and Sign-In Sheet ☐ Staff Civil Rights Training Agenda and Sign-In Sheet ☐ Provider Civil Rights Training Agenda and Sign-in Sheet ☐ Home Monitoring Form ☐ Child Enrollment Form (English and Spanish) ☐ Provider Application Form (English and Spanish) ☐ Electronic Meal Count Agreement between Sponsor and ADE **The following should only be uploaded if they have been updated:** ☐ Outreach and Recruitment Policy & Procedure ☐ Job Descriptions and Qualifications for all CACFP Staff ☐ Recordkeeping Policy ☐ Working Hour Guidelines Policy & Procedure ☐ Outside Employment Policy & Procedure ☐ Non-traditional Hours Staffing Plan ☐ Compensation Policy & Procedure ☐ Civil Rights Pre-Award Document ☐ Tiering determination Policy & Procedure ☐ One FTE for every 50-150 homes Policy & Procedure ☐ Announced, Unannounced and Follow-Up Visits Policy & Procedure ☐ Provider Corrective Action Policy & Procedure ☐ Policy & Procedure for Declaring Providers Seriously Deficient ☐ Policy & Procedure for Provider Suspensions ☐ Policy & Procedure for Provider Appeals ☐ Policy & Procedure for Provider's Non-compliance of Alternate Approval Requirements ☐ Building for the Future Poster
Financial Viability	☐ Governing Board Members List ☐ Minutes of last two Governing Board Meetings ☐ Authorized Principals Letters ☐ Supporting documentation for anticipated grants ☐ Supporting documentation for anticipated fundraising ☐ GAAP Compliant Statement of Financial Position. Statement of Activities, Statement of Cash Flows and Notes ☐ IRS 990 or 990EZ ☐ Physical Office Inventory

Financial Viability	**The following should only be uploaded if they have been updated:** ☐ Organizational Chart ☐ Certificate of Incorporation ☐ List of all Governing Board members ☐ Organization's 501(C)(3) Tax Exempt Status Letter from IRS ☐ Financial Management Policy & Procedures ☐ Inventory and Equipment Disposal Policy & Procedures ☐ Physical Office Inventory ☐ Written Procedures for Processing Claims and Disbursing Payments ☐ Procurement Guidelines, Standards, and Procedures with Code of Conduct

CNP Budget

Budget	☐ Specific Prior Written Approval
	  ☐ Communications
	  ☐ DCH Licensing
	  ☐ Documentation of compensation to Members, Trustees, Directors, etc.
	  ☐ Membership/Subscriptions
	  ☐ Documentation of Other Purchased Services
	  ☐ Facility Expenses
	  ☐ Rental/Lease Contract or Depreciation Schedule
	☐ Training & Conferences
	☐ Administrative Expenses
	☐ Equipment Rent/Lease and Maintenance Agreements
	☐ Indirect Cost Rate Letter from Cognizant Agency