FDCH Renewal Application Chart

This chart outlines sections/documents that must be updated annually on the FDCH Management Plan & Budget application.

Management Plan	
Section	**Fields to be updated annually**
Sponsor Information	County Civil Rights Data - Enter current information for each county serviced by sponsoring organization
Document Uploads	• Annual Training Certificates • FY-XX Media Release • List of Active Providers
Administrative Capability	• Staffing - Will you provide performance related increases? Explanation of how staffing needs will be met during fiscal year if number of providers change. Are monitors available? • Staff Training - Annual CACFP and Civil Rights training date(s) Annual CACFP and Civil Rights training topics • Description of Need/Recruitment - Description of recruitment goals Were last year's goals met? • Provider Training - Topics for the Annual CACFP and Civil Rights trainings for providers • Record Retention - You will need to check the box indicating you have read and understand the CACFP record retention requirements

Document Uploads	• Training Agendas and Sign-in Sheets
	  ○ Annual Staff CACFP trainings
	  ○ Civil Rights trainings
	• Home Monitoring Forms
	• Child Enrollment Form with Parent/Guardian Letter (English & Spanish)
	• Provider Application Form (English & Spanish)

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Financial Viability	• Organization - Tax-Exempt Status • Responsible Principals & Board • Fiscal Resources & Financial History - All information, except the first question, requires reentry. **Exception**: Yes answers and explanations to the bankruptcy or liens questions will rollover • Reimbursement & Advances - Requesting Advances? How would you operate if advances were eliminated • Equipment & Durable Supplies
Document Uploads	• Governing Board Member List • Last two Governing Board Meeting Minutes • Authorized Principals Letters GAAP Compliant Statement of Financial Position, Statement of Activities, Statement of Cash Flows and Notes • IRS 990 or 990EZ • Physical Office Inventory
Certification Statement	Must re-certify each year

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Budget	
Section	**Fields to be updated annually**
General Information	- Reimbursement Rate for Travel Mileage - Projected Homes - Projected FDC Home Administrative Reimbursement
Document Uploads	ADE Additional Document Request - if applicable
Specific Prior Written Approval	NOTHING ROLLS OVER - Mark items pertaining to your organization and add information where prompted
Document Uploads	Specific to your Sponsoring Organization
Employee Information	- All employees will rollover - Name, position, Title & Salaried (Y/N) - Hourly Rates, Job Functions, Benefits, Travel - All will need to be re-entered
Training Conferences	- If part of your normal program operation each year, enter, even if your plans may change - Staff & Provider Training **Required** - Enter any projected associated costs
Document Uploads	The system will prompt you to upload backup documentation if you answer yes

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Administrative Expenses	• Answer Yes or No to each Expense topic • Enter details for each topic for which you answered Yes
Document Uploads	• Equipment Rent/Lease and Maintenance • Agreements Approved indirect cost rate from Cognizant Agency
Facility Expenses	• For each of the Facilities you list: Answer "less-than-arms-length relationship" question • Rent/Depreciation Table • Remainder of areas on page - Enter if applicable
Document Uploads	Submit Rental/Lease contract or Depreciation Schedule
Postage, Printing, Office Equipment and Supplies	All items on these sections require you to re-enter all applicable information
Summary	• Review all tables in this section for accuracy • Final Summary - Enter Unrestricted Funding received by the organization • Certifications - Read Certification Statement and check box Identity sources of non-CACFP income

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Budget	
Section	**Fields to be updated annually**
Postage, Printing, Office Equipment & Supplies	All items on these sections require you to re-enter all applicable information
Summary	• Review all tables in this section for accuracy • Final Summary Enter Unrestricted Funding received by the organization • Certifications Read Certification Statement and check box Identity sources of non-CACFP income