



## Child and Adult Care Food Program Renewal Preparation Checklist

This checklist is intended to assist childcare centers, adult day centers, Head Starts, at-risk afterschool programs, and emergency shelters operating the Child and Adult Care Food Program (CACFP) complete the renewal process. This checklist provides an overview of the minimum **required** documentation. Additional information may be needed if there have been changes in program operations. Template forms and resources have been hyperlinked in this checklist and are available on HNS' [CACFP Renewal Resources](#) webpage.

Management Plan	<b>Sponsor Information</b>	<input type="checkbox"/> Approved Contracts (FSMC, Caterer, etc.) Contact <a href="mailto:HNSContracts@azed.gov">HNSContracts@azed.gov</a> <input type="checkbox"/> <a href="#">Media Release</a> <input type="checkbox"/> Training Certificates to Support Completion of Annual Training Requirements Training Webpage: <a href="https://www.azed.gov/hns/cacfp/cacfptraining">https://www.azed.gov/hns/cacfp/cacfptraining</a> . View Annual Training Requirements for CACFP Sponsors accordion for additional information.
	<b>Site Information</b>	<input type="checkbox"/> Enrollment Information: <ul style="list-style-type: none"> <li>Number of Participants (<i>Title XIX/Title XX, Free, Reduced-Price, and Paid</i>)</li> <li>Civil Rights Data Collection (<a href="#">How to Complete Racial and Ethnic Data</a>)</li> </ul> <input type="checkbox"/> DHS License or Tribal Health Letter or <a href="#">Child Care Standards for Unlicensed Facilities</a> (At-Risk Only) <input type="checkbox"/> Lease Contract/Depreciation Schedule <i>if applicable</i> <input type="checkbox"/> <a href="#">At-Risk Area Eligibility Documentation</a> <i>if applicable</i> <input type="checkbox"/> At-Risk Enrichment Documentation <i>if applicable</i>
	<b>Administrative Capability</b>	<input type="checkbox"/> Date of Staff Training for the Current Program Year (PY)*: <ul style="list-style-type: none"> <li>Date of CACFP Annual Training: _____</li> <li>Date of Civil Rights Training: _____</li> </ul> <input type="checkbox"/> Proposed Date for next PY's* Trainings: <ul style="list-style-type: none"> <li>Proposed CACFP Annual Training Date: _____</li> <li>Proposed Civil Rights Training Date: _____</li> </ul> <input type="checkbox"/> CACFP Annual Staff Training Agenda and Sign-In Sheets for the Current Program Year* (upload together as one document) <ul style="list-style-type: none"> <li>Training Resources: <a href="#">Annual Staff CACFP Training Presentation Template</a>; <a href="#">CACFP Trainer's Tools: Feeding Infants</a>; <a href="#">Template Training Agenda and Sign-In Sheet</a></li> </ul> <input type="checkbox"/> Civil Rights Staff Training Agenda and Sign-In Sheets (upload together as one document) <ul style="list-style-type: none"> <li>Training Resources: <a href="#">Civil Rights Compliance Training</a>; <a href="#">Template Training Agenda and Sign-In Sheet</a></li> </ul> <input type="checkbox"/> <a href="#">Proposed Monitoring Schedule</a> ( <i>Multi-Site Sponsors Only</i> )
	<b>Financial Viability</b>	The entire Financial Viability page must be completed. Information you will need includes: <ul style="list-style-type: none"> <li><input type="checkbox"/> Publicly Funded Programs and Projected Revenue Sources</li> <li><input type="checkbox"/> Responsible Principals</li> <li><input type="checkbox"/> Internal Controls, Financial Recordkeeping, and Conflicts of Interest</li> <li><input type="checkbox"/> Satisfaction of Liens/Judgements/Bankruptcies <i>if applicable</i></li> </ul>
	<b>Budget</b>	Projected expenses and reimbursement should be calculated based on the previous PY's reimbursement (found in the Claims section of CNPWeb), factoring in changes that affect reimbursement and costs, such as changes in enrollment and increased reimbursement rates.
<b>Site and Sponsor Applications</b>		Once the Management Plan and Budget are approved, submit Site and Sponsor Applications in the CNPWeb. Visit HNS' <a href="#">CACFP Renewal Resources</a> webpage for resources when this step is reached.

\*Ensure the dates of training occur in the proper PY. The PY begins October 1 and ends September 30 annually.