



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

This document outlines the minimum **required** documentation for your Fiscal Year (FY) 2022 Renewal Application. Additional information or documents may be needed if there have been changes in your program operations. Additional forms and resources are available on www.azed.gov/hns/cacfp/renewalresources.

Single Audit Qualifier Questionnaire		All CACFP operators are required to complete a Single Audit Qualifier Questionnaire annually. Your renewal application will not be approved until the Single Audit Qualifier Questionnaire for Fiscal Year 2020 is completed. If you have not yet completed the survey, access it by clicking here .
Management Plan	Sponsor Information	<input type="checkbox"/> Approved Contracts (FSMC, Caterer, etc.) <i>Contact HNSContracts@azed.gov</i> <input type="checkbox"/> Media Release <input type="checkbox"/> Training Certificates to Support Completion of Annual Training Requirements. Training Webpage: https://www.azed.gov/hns/cacfp/cacfptraining . View Annual Training Requirements for CACFP Sponsors accordion for additional information.
	Site Information	<input type="checkbox"/> Enrollment Information: Site Information Worksheet <ul style="list-style-type: none"> ○ Number of Participants (<i>Title XIX/Title XX, Free, Reduced-Price, and Paid</i>) ○ Civil Rights Data Collection (How to Complete Racial and Ethnic Data) <input type="checkbox"/> DHS License or Tribal Health Letter or Child Care Standards for Unlicensed Facilities (At-Risk Only) <input type="checkbox"/> Lease Contract/Depreciation Schedule <i>if applicable</i> <input type="checkbox"/> At-Risk Area Eligibility Documentation <i>if applicable</i> <input type="checkbox"/> At-Risk Enrichment Documentation <i>if applicable</i>
	Administrative Capability	<input type="checkbox"/> Date of FY21 Staff Training (Between 10/1/20-9/30/21): <ul style="list-style-type: none"> ○ CACFP Annual Training Date: _____ ○ Civil Rights Training Date: _____ <input type="checkbox"/> Proposed Date for FY22 Trainings (Between 10/1/21-9/30/22): <ul style="list-style-type: none"> ○ CACFP Annual Training Date: _____ ○ Civil Rights Training Date: _____ <input type="checkbox"/> FY21 CACFP Annual Staff Training Agenda + Sign-In Sheets (upload together as one document) <ul style="list-style-type: none"> ○ Training Resources: Annual Staff CACFP Training Presentation Template; CACFP Trainer's Tools: Feeding Infants; Template Training Agenda and Sign-In Sheet <input type="checkbox"/> Civil Rights Staff Training Agenda + Sign-In Sheets (upload together as one document) <ul style="list-style-type: none"> ○ Training Resources: Civil Rights Compliance Training; Template Training Agenda and Sign-In Sheet <input type="checkbox"/> Proposed Monitoring Schedule (<i>Multi-Site Sponsors Only</i>) <input type="checkbox"/> CACFP Menu Self-Assessment (see HNS 01-2021 for additional information)
	Financial Viability	The entire Financial Viability page must be completed. Information you will need includes: <ul style="list-style-type: none"> <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		Projected expenses and reimbursement should be calculated based on the FY21 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.
CNPWeb Site and Sponsor Applications		Once the Management Plan and Budget are approved, submit Site and Sponsor Applications in the CNPWeb. Visit www.azed.gov/hns/cacfp/renewalresources for resources when this step is reached.