

# APPLICATION PROCEDURES FOR NEW INSTITUTIONS WITH ONE OR MORE AFFILIATED CENTER-TYPE FACILITIES

CACFP Policy 03-06

## **Purpose**

To define the procedure potential institutions will use to submit contract materials and gain access to the CNPweb (Child Nutrition Programs web based) system

## **Scope**

All potential Child and Adult Care Food Program (CACFP) institutions with affiliated centers

## **Description**

### Step 1

Any licensed child care center, head start center, unlicensed registered child care ministry, at-risk after school meals program, outside-school-hours program, homeless or emergency shelter, or adult day care center or sponsors of such facilities may apply to the Indiana Department of Education to participate in the CACFP. Each institution must demonstrate Financial Viability, Administrative Capability, and Program Accountability.

The institution must complete the Eligibility Form: (insert link) and email it to the state agency as outlined on the form. A CACFP Specialist will confirm your organization's eligibility and contact you with the information need to complete step 2 below.

### Step 2

Once your organization's eligibility is confirmed, you will be emailed information regarding New Sponsor Training. This training provides all of the information necessary to be successful on the CACFP, including civil rights, meal planning, record keeping, financial management, and oversight. It is broken down into sections that support various staff positions at your facility. If you are unable to complete online training, contact the state agency for alternative assistance.

### Step 3

The certificate page of the New Sponsor Training will provide a link to the core documents. Complete these forms and submit them to:

Indiana Department of Education  
Child and Adult Care Food Program  
115 W Washington St, 600S  
Indianapolis, IN 46204

#### For questions, contact:

Carol Markle at [cmarkle@doe.in.gov](mailto:cmarkle@doe.in.gov), 317-232-0873  
Rachel Reynolds at [rreleaven@doe.in.gov](mailto:rreleaven@doe.in.gov), 317-232-0851  
Heather Stinson at [hstinson@doe.in.gov](mailto:hstinson@doe.in.gov), 317-232-0869

State Agency staff will use all submitted information to determine if the potential institution meets CACFP regulatory requirements. Applications could be denied for the following reasons (not all inclusive):

## **Application Procedures for New Institutions with One or More Affiliated Center-Type Facilities**

- Submission of false information on core documents or in the CNPweb®:
- Appearance of the institution or any of its principals on the USDA National Disqualified List (NDL):
- Termination from another Child Nutrition Program (School Nutrition Programs, Summer Food Service Program) or any other publically funded program;
- Conviction of any activity that occurred during the last seven years that indicates a lack of business integrity; and/or
- Any other action affecting the institution's ability to administer the Program in accordance with all Program requirements.

### Step 4

- a) State Agency staff will email you a CNPweb® login and password, along with instructions for entering basic data in the CNPweb®. You will also be mailed Civil Rights posters.
- b) Your consultant will contact you to schedule an on-site Technical Assistance visit. During the visit, the consultant will explain the use of the CNPweb®, observe kitchen facilities, review staffing available for CACFP operations, and provide technical assistance for CACFP record keeping, meal pattern requirements, menu planning and meal preparation requirements, proper procurement procedures, and financial management. *The institution must have a computer and internet access available on site at the time of this visit.*
- c) After the Technical Assistance visit, the potential CACFP agency should complete the on- and off-line forms and begin to collect required CACFP records (Applications for Free and Reduced Price Meals, Enrollment Form, Infant Obligation forms, etc.)

### Step 5

Once the CNPweb is complete and in pending approval, the potential participant will complete the Pre-Approval checklist and fax or email it to Carol Markle or Rachel Reynolds. Your consultant will schedule a pre-approval visit. During this visit, the CACFP field consultant will evaluate program records, meal service and the general operation of the CACFP.

### Step 6

A Program start date will be determined. This is the date the institution may begin claiming and must begin operating the CACFP according to regulations and policy, including compliance with the meal pattern requirements.

All new institutions will have a 90-day review and a complete Program Review within the first year of CACFP operation.

### **Sources**

Indiana Department of Education, School and Community Nutrition Programs, Federal Regulations 7 CFR 226