

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

Any organization that is interested in participating in the Child and Adult Care Food Program must participate in a new sponsor workshop. Potential participants will be instructed on program requirements, the application process, and CACFP record keeping requirements.

Once training is completed, applying sponsors will be required to submit the following initial documents:

1. CNP Agreement
2. Payment information including a direct deposit form and W-9
3. Copy of 501(c)(3) letter from IRS, church affiliation statement, or for-profit (Title XX) CACFP certification form
4. License, Certificate of Registration, or Alternate Approval Form for each site (except for license exempt at-risk or outside school hours programs)
5. Preapproval form for each site
6. At-Risk verification form (for sites that are not a school)
7. VCA profile
8. Pre-award compliance
9. Health inspection if required by your county, and all license exempt at-risk and outside school hours program must have a health/safety inspection regardless of county requirements.
10. List of board of director members' names and board positions for non-profit organizations
11. Four weeks of menus for each meal and snack you serve daily

If training is completed in-person, participants will receive the above documents at the end of the training course. If training is completed online, the documents will be mailed after the completion of the online training.

State Agency staff will use the above documents to determine if the potential institution meets CACFP eligibility requirements. When the above documents are reviewed and are completed in a satisfactory manner, an ID and password for the online *CNPweb* system will be issued to the authorized contact person for the organization, and a CACFP field consultant will contact you to schedule an initial visit.

During the initial visit, the field consultant will review the requirements of the CACFP, assist you with using record keeping forms, review the CNPweb, and answer any questions you have.

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The applying organization will then be required to complete additional information and forms outlined in the CNPweb. All online information under the Application tab must be completed. All documents asterisked under the Packet tab must be completed and submitted to the State Agency. These may include the following documents:

1. Adult Day Care Addendum
2. Listing of Federal Grants Received
3. Audit Certification Form
4. Required training form
5. Vending Contract
6. Agreement to Furnish Food Service
7. Budget
8. Media release
9. Policy Statement
10. Menus
11. Minutes from the last two board meetings

Once the CNPweb information and forms have been received and verified, the applying organization will be notified that they may begin serving CACFP menus and keeping required records. After a full calendar month of serving menus and keeping records, a field consultant will conduct a performance evaluation. If the performance evaluation shows that the program is being successfully implemented, the program approval date may be backdated to the first day the institution began keeping records and serving menus. The field consultant will assist the institution in submitting its first claim for reimbursable for eligible meals only.

If the performance evaluation shows that significant errors were made with menus or records, the applying organization will not be approved for program participation. After an acceptable corrective action is submitted, the applying organization may continue seeking program approval by keeping records and serving menus. After another full calendar month of serving menus and keeping records, a second performance evaluation will be conducted.

If program approval is not granted after the second performance evaluation is conducted, the applying organization's CACFP application will be denied. A denial letter will be sent, along with appeal rights.

During the application process, where there is a lack of activity or contact for 60 or more days, the State Agency will consider the application inactive.

Sources

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