

Application Procedures for New Institutions

**PURPOSE:** To define the procedure new 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

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

The following documents must be submitted to the State Agency before the institution will be granted access to the CNPweb system:

1. Completed Contract
2. Request for Taxpayer Identification (Form W-9)
3. Copy of 501(c)(3) documentation, church affiliation statement, or Title XX Certification form
4. License, Certificate of Registration, or Alternate Approval Form
5. Delivery of Benefits Form
6. Pre-Award Compliance Review
7. Pre-Approval Documentation
8. Board of Directors listing

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 *CNPweb* site will be issued to the authorized contact person for the institution.

The institution will then be required to complete the on-line sponsor information sheet and the on-line center and/or provider information sheets. At the same time, the institution will download and complete off-line forms, as required per program type. The required forms will be marked with an orange asterisk (\*) in the off-line forms section of the sponsor packet. These may include the following documents.

1. Adult Day Care Addendum
2. Listing of Federal Grants Received
3. Audit Certification Form

4. Vending Contract
5. Agreement to Furnish Food Service
6. Management Plan
7. Addendum for Staffing Standards
8. Administrative budget and worksheets
9. Policy Statement
10. Media Release
11. Menus
12. Minutes from the last two board meetings

The off-line forms must be completed and returned to the State Agency prior to program approval.

When the new institution feels that it has completed all of the processes and has systems in place to comply with fiscal viability, program capability, and accountability, it will submit a request to the State Agency for a PRE-OPERATIONAL VISIT. A CACFP field consultant will contact the institution to arrange this visit. Systems, processes, and physical facilities will be examined to ensure that the new institution is capable of meeting CACFP regulatory requirements.

When the PRE-OPERATIONAL VISIT is completed satisfactorily, all documents have been approved, and all on-line materials have passed all business rules, the institution will be given an approval date. This is the date when meals can begin to be claimed.

New institutions that have submitted materials but have not been approved within 60 days, will have all materials returned and will be required to attend a second new sponsor workshop. All program-required materials must be complete and accurate before CACFP participation can begin.

**Contract materials for new program participants will not be accepted after August 15 of any calendar year.** Institutions that have attended a new sponsor workshop, but have not submitted program materials prior to August 15 will be required to attend another new sponsor workshop and complete current year materials.

This policy shall be effective with the September 16, 2003 new sponsor workshop for fiscal year 2004 CACFP participation.

Source: Indiana Department of Education, Division of School and Community Nutrition Programs; CACFP Federal Regulations at 7CFR 226.