

NEW INSTITUTION APPLICATION CHECKLIST

CHILD AND ADULT CARE FOOD PROGRAM (CACFP)

Use this checklist as a summary of documents required to complete the application process. Make copies of each form you submit to use as a reference for any inquiries regarding the submitted materials. Refer to website [http:// www.isbe.net/nutrition/htmls/cacfp_step3.htm](http://www.isbe.net/nutrition/htmls/cacfp_step3.htm) for all forms and instructions.

All new institutions applying for participation must submit:

1. Application for Sponsor or Sponsoring Organization (**ISBE 69-23**)
2. Site Sheet-one for each facility (**ISBE 69-45**)
3. Viability, Capability, and Accountability (VCA) Profile (**ISBE 69-51P**)
(Exempt school food authorities participating in the National School Lunch Program)
4. Management Assessment (**ISBE 69-50P**)
5. CACFP Annual Budget Summary and Worksheets in Microsoft® Excel, to include the following five worksheets:
 - Revenue Worksheet
 - Administrative Labor Worksheet
 - Food Service Labor Worksheet
 - Overhead Cost Worksheet
 - Annual Budget Summary
6. Request for Taxpayer Identification Number and Certification (**IRS W-9**) (2 copies)
(Exempt school food authorities participating in the National School Lunch Program)
7. Program Announcement (**ISBE 69-23A**) (include name and date submitted to newspaper)
8. Notification Letters to Grassroots Organizations (1 sample copy)
(Exempt school food authorities participating in the National School Lunch Program)
9. Copy of Certificate of Attendance from CACFP Orientation for New Institutions Training
(Certificate must be current-within the last 12 months) OR online CACFP webinar training within last 12 months.

ADDITIONAL REQUIREMENTS:

Not-for-profit, federal tax-exempt institutions must submit:

- A copy of the institution's 501(c) (3) Federal tax-exempt status documentation from the Internal Revenue Service, Federal Department of the Treasury

For-Profit facilities must submit:

1. Submit for each facility the Documentation of For-Profit Eligibility (**ISBE 67-91**) form available on our website at http://isbe.net/nutrition/pdf/67-91_for_profit_eligibility.pdf.
2. Submit copies of each facility's CACFP Master List or an enrollment roster (applicable only to facilities using enrollment instead of capacity on the *Documentation of For-Profit Eligibility* document).

3. Submit copies of one of the following to show the most recent documentation used to calculate the percentage of eligible children:
 - Subsidized billing sheets for children enrolled at the facility in the form of an Illinois Department of Human Services (IDHS) Child Care Certificate Report
 - Subsidized billing sheets for children enrolled at the facility in the form of a Department of Children and Family Services (DCFS) Monthly Enrollment Report
 - Free and reduced-price Household Eligibility Applications (**ISBE 69-88**) for children enrolled at the facility

At-Risk After School Snack and/or Supper Programs not licensed by the Department of Children and Family Services (DCFS) must complete:

1. Submit the DCFS License Exemption Request (**ISBE 68-80**) form to DCFS, as instructed on the form. The form is available on our website at http://www.isbe.net/nutrition/htmls/forms_cacfp.htm.
2. Submit Authorization for Background Check Forms (**CFS-689**) for all employees and volunteers of the facility, to DCFS, as instructed. The form is available on our website at http://www.isbe.net/nutrition/htmls/forms_cacfp.htm.

The entire license exempt process is explained in the document, License Exemption Instructions , available at http://www.isbe.net/nutrition/pdf/cacfp_lic_exempt_inst.pdf

Outside School Hours Programs not licensed by DCFS must complete the *DCFS License Exemption Procedures*:

1. Submit the DCFS License Exemption Request (**ISBE 68-80**) form to DCFS, as instructed on the form. The form is available on our website at http://www.isbe.net/nutrition/htmls/forms_cacfp.htm.
2. Submit Authorization for Background Check Forms (**CFS-689**) for all employees and volunteers of the facility, to DCFS, as instructed on the form. The form is available on our website at http://www.isbe.net/nutrition/htmls/forms_cacfp.htm.

Head Start facilities must submit:

- Submit a copy of the facility's Illinois Department of Human Services Head Start Award Letter or a copy of the facility's contract with the Head Start agency providing the funding, listing the number of Head Start funded slots at your facility.

Emergency Shelters must submit:

1. Copy of most recent fire inspection report within last 12 months.
2. Copy of most recent Illinois Department of Public Health Inspection report within last 12 months.

Unaffiliated Sponsoring Organizations – If the facilities are not legally affiliated with your organization:

If your institution provides ONLY CACFP services and no other programs for children at any or all of your facilities, and your institution is not responsible for hiring and paying staff at these facilities, provide the following documents.

1. Provide the name and FEIN of the organization that is legally responsible for programs at this facility on each Site Application, question #6.
2. Submit a copy of the Unaffiliated Sponsoring Organization Permanent Agreement (**ISBE 67-62B**) for each unaffiliated facility. We will send you a copy upon request.
3. If a facility is not for profit, provide a copy of their 501c(3) letter.

Institutions purchasing vended meals must complete one of the following:

- Submit only one legal contract that is applicable for your organization. Do not submit a contract if you prepare meals on-site.
- School Agreement to Furnish Food Service—Appropriate for any institution that purchases their meals from a public school district or private school.
- Small Purchase Agreement for Purchase of Vended Meals—Used by institutions with annual meal purchases under \$100,000.
- Invitation for Bid and Contract—Used by institutions with annual meal purchases over \$100,000.

Sponsoring organizations must submit a Management Plan if operating multiple sites (available online once in approved status).

Additional Viability, Capability, and Accountability Requirements after submission of each institution application.

When each institution submits an application for review, ISBE will verify that certain standards are met once the application is submitted. If any of the following items are missing, deficient or a principal or institution is disqualified, that is grounds for return or denial of the application.

1. The organization or any of its principals is not on the National Disqualified List or the Illinois disqualified list.
2. The organization is in active status on the Secretary of State's website.
3. The Secretary of State Domestic Corporation Annual Report coincides with the information received on the sponsor application. If not, are any of those corporate members on the National Disqualified List or the Illinois disqualified list?
4. The Internal Revenue Service/U. S. Department of the Treasury's website indicates the not-for-profit agency applying is active and in good standing.
5. The Comptroller's Navigation and Inquiry System has been reviewed to ensure there are no involuntary withholdings against the institution.

SUBMISSION OF APPLICATION

Submit all new institution application documents via U.S. mail to:

Illinois State Board of Education
Child and Adult Care Food Program (CACFP)
Nutrition Programs Division
100 North First Street, W-270
Springfield, Illinois 62777-0001