

School Nutrition Programs Closeout Checklist

Instructions: This form must be completed and submitted with the withdraw form on Page 1. Once you have completed the following steps and completed the forms email them to ISBE at cnp@isbe.net.

1. For sponsors that received \$200,000 or more in Child Nutrition Program funds during the last full program year (July 1-June 30), ISBE will conduct an on-site review. ISBE will request documentation to support completion of the following steps. For sponsors that received \$199,999 or less in Child Nutrition Program funds during the last full program year, provide documentation to ISBE to support completion of the following steps, and ISBE will review the documentation off-site.

	We received >\$200,000 & will comply with all requests during the ISBE on-site review.
	We received <199,000 & will email documentation to support completion of the following steps.
	I do not know if we received >\$200,000 in CNP funds

2. Have claims been submitted for all months that you operated?

Yes	No
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3. Have all outstanding debts and expenses of the non-profit school food service account been paid?

Yes	No
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4. Inventory remaining USDA Foods. If you have USDA Foods remaining you must do one of the following, please mark which option you selected and provide any documentation required.

	Remit payment to ISBE for the value of the USDA Foods.
	Ship the USDA Foods to other schools that can use them. Provide documentation of the items shipped and the name of the school the items were shipped to.
	We did not have any USDA Foods remaining.

5. Ensure proper disposition of equipment purchased with non-profit school food service account funds and/or equipment grant funds. Proper disposition:

	Equipment items with a current per unit fair market value of \$5,000 or less may be retained by the sponsor, sold, or otherwise disposed of with no further obligation to ISBE or USDA.
	Equipment items with a current per unit fair market value of \$5,001 or more may be retained by the sponsor or sold. USDA is entitled to an amount calculated by multiplying the current market value or proceeds from sale by the USDA's percentage of participation in the cost of the original purchase. If the equipment is sold, the sponsor may deduct and retain \$500 or 10 percent of the proceeds from sale, whichever is less, for its selling and handling expenses. Proceeds from sale must be deposited into the non-profit school food service account.
	The sponsor may transfer title of the equipment to USDA or to another SNP participant.

6. Will you ensure record retention requirements specified at 2 CFR 200.333-337 are followed. In brief, the sponsor must retain program records for three years, plus the current year. Records must be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. Records for equipment purchased with food program funds must be retained for three years after final disposition.

Yes	No

7. Submit the Single Audit or Financial Audit, if applicable. Single Audits are required if the sponsor received \$750,000 or more in Federal dollars during the year. A Financial Audit is required if the sponsor received \$300,000 or more in Federal dollars. If the sponsor is not required to have a Single Audit or Financial Audit, and the sponsor received \$200,000 or more in Child Nutrition Program funds during the last full program year (July 1-June 30), ISBE will conduct a final on-site review. If the sponsor is not required to have a Single Audit or Financial Audit, and the sponsor received \$199,999 or less in Child Nutrition Program funds during the last full program year, this step is not applicable.

	We did receive more than \$750,000 in federal dollars during the year and will provide a copy of our Single Audit.
	We did receive \$300,000 or more in federal dollars during the year and will provide a copy of our Financial Audit.
	We did receive more than \$200,000 in federal dollars during the year and will comply with an ISBE final on-site review.
	We received \$199,999 in federal dollars during the year.
	I do not know how much federal funding we received during the year.