

# NEW INSTITUTION APPLICATION CHECKLIST

Child and Adult Care Food Program (CACFP)

**Check each box to finish your application. Send this completed Checklist with your complete application documents. If you have not answered all the items below, your application may be returned to you as incomplete.**

Make copies of each form submitted to use as a reference for any questions regarding your application. Refer to website <https://www.isbe.net/Pages/Nutrition-and-Wellness-Child-Care-Institutions.aspx> for all forms and instructions.

**School Food Authorities that currently participate in the School Nutrition Programs are to contact ISBE directly for instructions on how to apply.**

## Grant Accountability and Transparency Act (GATA):

- To apply to participate in a federally funded Child Nutrition Program, you must complete the Grant Accountability and Transparency Act (GATA) registration process, and be qualified to do business with the State of Illinois. Once complete and all status' are listed as "good" you can move ahead with the next phase.
- [GATA Instructions](#)

## ALL NEW INSTITUTIONS APPLYING FOR PARTICIPATION MUST SUBMIT:

- [Sponsor Application](#) (ISBE 69-23)
- [Site Application](#) (ISBE 69-45)
- [Viability, Capability, and Accountability \(VCA\) Profile](#) (ISBE 69-51P)
- [CACFP Annual Budget Summary and Worksheets](#) in Microsoft® Excel, includes four worksheets.
- [\(IRS W-9\)](#) Request for Taxpayer Identification Number and Certification (2 copies)
- [Notification Letters to Grassroots Organizations](#)
- Complete CACFP new institution trainings within last 12 months and submit [Training Certification](#) (ISBE 65-08A) along with a copy of each completed Brighton Training Certificate. Please refer to ISBE 65-08A for instructions regarding training.

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

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

## For-Profit facilities must submit:

- Documentation of For-Profit Ownership: If there is more than one owner or shareholder not listed as the Authorized Representative on the Sponsor Application, please provide a separate, signed statement on organization letterhead listing all other owners or shareholders, including their name and date of birth.
- [Documentation of For-Profit Eligibility](#) (ISBE 67-91) – Each facility must be listed.
- [CACFP Master List or an enrollment roster](#) (applicable only to facilities using enrollment instead of capacity on the Documentation of For-Profit Eligibility document) – Submit copies for each facility, if applicable.
- 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 Afterschool Meals Programs** not licensed by the Department of Children and Family Services (DCFS); and **Emergency Shelters** – must submit the following per site:

- Copy of most recent state or local fire inspection report (current within last 12 months).
- Copy of most recent state or local health inspection report (current within last 12 months).
- [Verification Document for At-Risk After-School Sites](#) (63-82) (ONLY required for At-Risk Afterschool programs)

**Head Start facilities must 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.

**Unaffiliated Sponsoring Organizations** (facilities 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.

- Provide the name and FEIN of the organization that is legally responsible for programs at this facility on each Site Application (question #6).
- 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.
- If a facility is not for profit, provide a copy of their 501(c)(3) letter from the U.S. Department of the Treasury Internal Revenue Service.

**Institutions purchasing vended meals** must complete the following (as applicable – do not submit a contract if you prepare meals on-site). Submit only one legal contract that is applicable for your organization:

- [School Agreement to Furnish Food Service](#) (ISBE 68-62) - Appropriate for any institution that purchases their meals from a public school district or private school, OR
- [Small Purchase Agreement for Purchase of Vended Meals](#) (ISBE 67-89) for institutions with annual meal purchases under \$250,000 and Certification Regarding Debarment (ISBE 85-34) and vendor's health inspection, OR
- [Invitation for Bid and Contract](#) (ISBE 69-99) - Used by institutions with annual meal purchases over \$250,000.

**Multi-site Sponsoring organizations**

- Management Plan if operating multiple sites.

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:

- ✓ The organization or any of its principals is not on the National Disqualified List or the Illinois disqualified list.
- ✓ The organization is in active status on the Secretary of State's website.
- ✓ 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?
- ✓ 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.

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

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