

Notes on Current File

Annual Application Process

Child and Adult Care Food Program
Nutrition Programs
Illinois State Board of Education
Prepared by Kristina Shelton

Annual Requirements

- *Annual application*
- *Assurance of updated current file*
- *Annual required attachments*
- *Annual agreement*

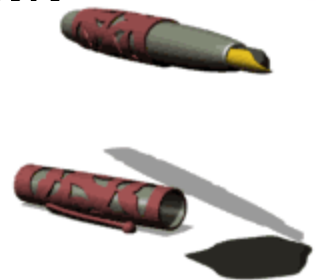


Documents

- *Label all documents/attachments with sponsor's name and agreement number*
- *Date all documents/attachments*
- *Clearly list and label all attachment numbers*
- *A list of attachments is provided and must be submitted annually*

Common Mistakes

- *Not all annual forms are provided*
- *Civil Rights Training is not listed for both provider training and staff training*
- *Procedures are limited and not detailed*
- *Procedures are not consistent with USDA policy*



Annual Attachments

- *Attachment 1—Board of Directors*
- *Attachment 2—Board Meetings*
- *Attachment 11—Staff Training Schedule*
- *Attachment 20—Provider Training Dates and Materials*
- *Attachment 33—Monitoring Log*
- *Attachment 36—Serious Deficient Log*
- *Attachment 38—Inventory Log*

On going

- *All attachments must be submitted to ISBE as policy and procedures change*
- *Attachments should be sent throughout the year*
- *Date of change must be listed*
- *Change should be explained in email*

Questions?

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