

# *Annual Application Process*

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

# **CACFP Policy Memo 19-2011**

- *Modified the requirements for the periodic submission of renewal application by renewing institutions.*
- *Basically implements Illinois' Current File concept.*
- *Section 331 of the Act stipulates that institutions will no longer be required to re-apply after submitting the initial application; rather, they will be required to submit annual information.*

# *Annual Requirements*

- *Annual certification*
- *Assurance of updated current file*
- *Annual required attachments*
- *Annual budget*



# ***Annual Certification***

- *All facilities and all principals are current*
- *The institution has submitted all changes or updates to the State*
- *List of attachments in current file are up-to-date*



# **Documents**

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

# ***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***

# ***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*





# ***Questions?***

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