Sponsor Name _____ Agreement Number

Reset Form

Child and Adult Care Food Program - **Form A-1**

APPLICATION PACKET CHECKLIST FOR NEW CENTER SPONSORS AND INDEPENDENT CENTERS

FOR STATE USE ONLY

INSTRUCTIONS: *Using the check list, fill out, sign and submit all forms and attachments that apply)*

		Date in	Notes/Documentation (Phone calls etc.)
☐	**Form A-2 Management Plan** ("At Risk" add Form A-5)		
☐	**Form A-3 Site Information Form** *(One for each site)*		
☐	**License or Approval for Non-licensed** i.e. *(Tribal, Military)*		
☐	**Kitchen permit and EID survey report (***One for each kitchen)*		
☐	**Form 003 Permanent Agreement**		
☐	**Form 010-NonPricing or 011 Pricing Policy Statement**		
☐	**Form 015-Certificate of Authority**		
☐	**Form 020-Public Media Release**		
☐	**Form 025-Letter to Household** *(Sample copy)*		
☐	**Form 035-Civil Rights Questionnaire** *(2 pages)*		
☐	**Form 040-Certification Regarding Lobbying**		
☐	**Form 045-NM Substitute W-9 Form**		
☐	**Certificate of Sponsor Training** *(Acquired after completion)*		
☐	**Form 005 Budget Request Form**		
☐	**Sample copies of forms for Enrollment, Attendance, Meal Counts and Menu cycle (**minimum 3 weeks, maximum 6 weeks)		
☐	**Form 050-Food Service Vending Contract** *(if applicable)*		
☐	**Copy of Agency Profit and Loss Statement for last fiscal year**		
☐	**Tax Exempt Status Letter (501 (c)3 IRS notification** *(if applicable)*		
☐	**State of NM Taxation and Revenue CRS Registration Certificate and if applicable, Federal Employer ID Numbers (EINs) Notice**		
☐	**Form 055-PROPRIETARY "FOR PROFIT" CENTERS ONLY**		

Comments