

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

Notes/Documentation

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

- 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**

Date in

(Phone calls etc.)

Date in		(Phone calls etc.)

Comments