Checklist for Non-Affiliated Centers: Application for Participation

Sponsor Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Agreement # \_\_\_\_\_\_\_\_\_\_\_\_\_

Center Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. □ Site Information form
2. □ Approval to operate (usually a CYFD License) or statement of exemption
3. □ At Risk Addendum (if site is At Risk) and School service area map with site location, (if Center is At Risk and not located in a public school)
4. □ Sanitation Permit (If serving meals using self-prep the center should have one, If vending, the vendor should have one; Otherwise limited foodservice only)
5. □ EID inspection report (most recent copy), Note: if preparing meals on site send the center’s report or if vending send the vendor’s report)
6. □ CACFP approval information; Contacts, type of facility, DOB for principles\*\*
7. □ Agreement signed between the sponsor and center
8. □ Nutrition Education Plan (if applicable) This is not needed for At Risk programs and homeless shelters
9. □ Non-pricing meal policy statement
10. □ Public release statement for new sites
11. □ Letter to household
12. □ Civil Rights questionnaire
13. □ Certification regarding Lobbying (if receiving more than 100K in Federal funds)
14. □ Tax exempt notification letter from IRS (if the organization is a 501 (c) 3 Nonprofit.
15. □ Title XX certification (If the center is a for-profit organization)
16. □ Vendor Contract (If vending meals)
17. □ Sample copies: Enrollment form, Attendance records, Meal count form, Menu
18. □ Budget approval page