



REPORTING REQUIREMENTS
SPONSORING ORGANIZATIONS

A sponsoring organization is defined as an agency with two or more sites participating in the CACFP, and/or a sponsoring organization which sponsors one or more sites which is/are not the same legal entity of the sponsoring organization.

A site is considered to be the same legal entity as the sponsoring organization if either of the following two conditions are met:

- The site's group day care license/certification is issued to the same agency that is listed as the sponsoring organization on the DPI Application/Agreement;
- The same board of directors or corporate officials that govern the sponsoring organization also directly governs and oversees the site.

Financial Viability (For all items funded whole or in part with CACFP reimbursement funds.)

1. Work Schedules and Job Descriptions

Submit a copy of the work schedule and job description for each employee position within your organization that is funded (whole or in part) by CACFP reimbursement payments. For employees performing monitoring-related functions, detailed employee position descriptions that include the percentage of time devoted to each job activity/duty, including monitoring-related activities, must be submitted as part of the management plan included with the FY 2004 CACFP Application/Agreement. Refer to PI-6070-A for additional information on monitoring- and nonmonitoring-related items.

2. Federal and State Tax Payments

Submit copies of all canceled checks for payments made during the prior fiscal quarter for federal, state and local employment taxes for all CACFP-funded (whole or in part) employee positions.

3. Written Personnel Policies—CACFP Funded

Submit copies of all written personnel policies governing any CACFP funded (whole or in part) employee benefits. This includes but is not limited to vacation and/or sick leave, health insurance, retirement benefits, incentives, bonuses, awards, etc.

4. Life Insurance and Retirement Plans

Submit copies of all life insurance and retirement plans that are paid for (whole or in part) with CACFP reimbursement funds.

5. Payments for Life Insurance and Retirement Plans

Submit copies of all canceled checks (for the prior fiscal year) for any health benefit programs and/or retirement plans paid for (whole or in part) with CACFP reimbursement funding.

6. Rental, Lease and other Contracts

Submit copies of all rental, lease and other contracts (e.g. janitorial) which are paid for (whole or in part) with CACFP reimbursement payments.

7. Payments for Rental, Lease and other Contracts

Submit copies of all cancelled checks (for the prior fiscal year) for any contracts submitted as part of number 6 above.

8. Equipment Purchases/Inventory

Report each item which was purchased within the last fiscal year using CACFP funds (in whole or in part). Detail whether each item was directly expensed or depreciated. If depreciated, attach depreciation schedule or allowance. Describe the method(s) used by the organization to track the inventory of any equipment purchase (whole or in part) with CACFP funds.

9. Office Supplies, Printing, Photocopying, Postage

Submit documentation that supports the allocation of costs to the CACFP for all office supplies, printing, photocopying and postal expenses paid for (whole or in part) with CACFP funds.

10. Travel

For any travel expenditure paid for (whole or in part) with CACFP funds, detail the following: Employee(s), destination/purpose of trip, length and transportation costs, lodging costs and per diem costs. In addition, submit sponsor policies regarding travel.

11. Professional/Contract Services

Submit total contract cost and description of each contracted service paid for (whole or in part) with CACFP funds. Include a copy of each such contract, including the name(s) of contracted personnel. (Note, employees of the sponsor and relatives cannot be contractors.)

Organizational Capability

1. Organizational Chart

Submit a copy of the agency's current organizational chart, detailing all employees and their connection to the CACFP operated by the sponsoring organization.

2. Organizational Mission

Submit a copy of the agency's current mission statement and bylaws.

3. Staff Performance Appraisals

Submit a copy of any performance appraisal procedures for staff positions funded (whole or in part) with CACFP funding.

4. Employee Certification Statements

A signed statement must be submitted which certifies that the agency has fully complied with all requirements of the Wisconsin group day care licensing rules covering criminal records checks (DCF 251.04(5)(a)3).

**REPORTING REQUIREMENTS
SPONSORING ORGANIZATIONS (cont'd)**

Internal Controls

- 1. Governing Board Policies**
Submit a copy of the organization's current governing board policies and procedures.
- 2. Accounting System**
Submit a description of the organization's accounting procedures system and back-up system.
Submit information detailing all financial accounts used for CACFP reimbursement, including the name and address of each financial institution and the account number(s).
- 3. Separation of Costs**
Describe the organization's method for separation of administrative and operational costs. If funds are commingled, describe how funds are tracked.
- 4. Claim Audits**
Submit a copy of the policies and procedures to be used for conducting household contacts when the organization must verify meal claims and/or the quality of the meals.
- 5. Disbursal of funds (Sponsoring Organizations of unaffiliated centers/sites only.)**
Describe the organization's system for calculating and disbursing monthly reimbursement payments to facilities it administers. If the organization does not disburse funds to it's sponsored facilities, or if the organization withholds a portion of the facility reimbursement, describe the method whereby the withholdings are calculated, documented and supported. In addition, describe how the organization monitors it's actual administrative expenses such that it only retains those funds that are actually needed (and allowable) for Program administration. **Note:** The requirement for disbursal of Program funds to sponsored sites does not apply to any site that is considered to be the same legal entity as the sponsoring organization.

CERTIFICATION

I HEREBY CERTIFY that all documents submitted as part of this addendum are true and correct to the best of my knowledge. I understand that this information is being provided in connection with receipt of federal funds and that deliberate misrepresentation may subject me to prosecution under applicable state and federal criminal statutes.

Name of Sponsoring Organization	Agreement Number
Name of Authorized Representative <i>Please print</i>	
Signature of Authorized Representative ➤	Date Signed