

Federal Fiscal Year 2015 CACFP Contract Renewal Checklist

Review this list to determine if your agency needs to submit any paper documents along with your online contract renewal. Your contract will not be approved until all required documents are received and approved by the DPI.

All group day care licenses must be uploaded as part of the online application process. Each upload must be in a pdf format.

Documents should be sent to your assigned consultant by email.

Consultant map: http://fns.dpi.wi.gov/fns_cacfpmap

Consultant email addresses: http://fns.dpi.wi.gov/fns_cntdirectory

REGULATION:

- Copy of the current **group day care license or certification** for each site. **For FFY 2015 your agency must upload a copy of the current group day care license for each applicable site, as part of the online contract process. Refer to the CACFP Internet Contract Manual, page 33, for detailed instructions.**

OR

- Annual Documentation of Health and Safety Standards** (For unlicensed Outside of School Hours Centers, At-Risk After School Meals Sites and Emergency Shelters)

**Schools that participate as At-Risk After School Meals Sites or Outside of School Hours Sites, in school buildings participating in the National School Lunch Program do not have to meet any additional health and safety requirements.*

Health and Safety Standards includes ALL of the following:

- Occupancy permit** – current permit for each site, or a letter from the local housing authority indicating that the site(s) is located in a residential area and therefore an occupancy permit is not required by local statute. (Not applicable if a permanent, non-expiring occupancy permit is already on file with DPI.)
- Fire inspection report** – current report, or a letter from the local fire marshal detailing how often the site(s) must be inspected, or a letter from the applicable fire department certifying that the site(s) does not require a fire inspection.
- Health department inspection** – most recent inspection, or a letter from the City or County Health Department certifying that there are no local health standards which are applicable to the site(s).
- Group Child Care License Exemption form - PI-6016** - certifying that the site(s) is not required to be licensed or certified for the provision of child care services. Obtain this form from the CACFP contract website: http://fns.dpi.wi.gov/fns_contract_cacfp. It is located under **Contract Enclosures – Renewing Agencies Only, Child Care Institutions, At-Risk Afterschool Programs, Emergency Shelters, Outside of School Hours Sites.**

VENDED FOOD PROGRAMS:

Agencies that purchase meals from vendors/caterers

- Vendor Agreement to provide Meals/Snacks.** If the agency's vendor agreement expired this past year, a new one must be completed and submitted. *A copy of the DPI Vendor Agreement can be found at: http://fns.dpi.wi.gov/files/fns/pdf/gm_13c_va_ccc.pdf*

Procurement Requirements:

- Complete a record of vendors and/or schools contacted (for new contracts under \$150,000). *A copy of the Record of Vendors Contacted can be found at: http://fns.dpi.wi.gov/files/fns/pdf/gm_13c_ccc.pdf*

OR

- Complete a Formal Bid Packet (for contracts that total yearly expenditure over \$150,000)

SPONSORING ORGANIZATIONS:

- Attachment G:** Update and submit only if there are any new cost items that CACFP funds are used to pay for.
- Application / Agreement Addendum (Form PI-6070)** – Any agency changes/updates that affect the information pertaining to the *Addendum to Application / Agreement (Form PI-6070)* must be provided to the DPI. A copy can be found at: <http://fns.dpi.wi.gov/files/forms/pdf/pod6070.pdf>