

2016 CACFP Online Contract Renewal Checklist

Review this checklist to determine the documents your agency must upload as part of your Federal Fiscal Year (FFY) 2016 Child and Adult Care Food Program (CACFP) online contract renewal. Your FFY 2016 contract will not be approved until all required documents are uploaded, reviewed and approved by the Wisconsin Department of Public Instruction.

ALL uploads must be in a pdf format (maximum file size 4 MB), except for Attachment G, which must be uploaded as an excel spreadsheet.

Institution Uploads

Institution Type	Document	Instructions
All Institutions	Permanent Agreement, PI-1486-AP	Upload a complete copy of your agency's signed and approved Permanent Agreement, PI-1486-AP.
	Federal Employer Identification Number (FEIN) Verification	Upload documentation which verifies your agency's Federal Employer Identification Number (FEIN). Acceptable documentation includes either a complete copy of the Internal Revenue Service (IRS) form SS-4 (Notice of Employer Identification Number) or a complete copy of your agency's most IRS tax form: IRS form 990 (Return of Organization Exempt From Income Tax), IRS form 1120 (U.S. Corporation Income Tax Return) or an equivalent IRS form.
Nonprofit Agencies Only	Federal Tax Exempt Verification	Upload documentation of your agency's Federal tax exempt status. (A complete copy of your agency's 501(c)(3) approval notification from the IRS or an equivalent Federal tax exempt documentation.)
Pricing Programs Only	Pricing Program Addendum	Upload a complete, signed copy of the FFY 2016 Pricing Program Addendum.
Sponsoring Organization Only	Attachment G	Upload a complete copy of the FFY 2016 Attachment G.

Site Specific Uploads

Item	Document	Instructions
Sponsor/Child Care Agreement (Sponsors of Unaffiliated Sites Only)	PI-6040	Upload a complete, signed copy of the Permanent Sponsor/Child Care Center Agreement, PI-6040; (For sites that are not the same legal entity as the agency and receive food and administrative services.)
	PI-6040-A	Upload a complete, signed copy of the Permanent Sponsor/Child Care Center Agreement; (For sites that are not the same legal entity as the agency and receive administrative services only.)
Regulation	DCF group day care license or certificate	Upload a new copy of the site's group day care license or certification issued by the Wisconsin Department of Children and Families (DCF). Upload a new copy only if there have been changes since the last submission.

Site Specific Uploads (Continued)		
Item	Document	Instructions
Health & Safety Standards* (For unlicensed sites only)	Occupancy Permit	Upload a complete copy of the occupancy permit issued by the local housing authority, or documentation from the relevant governmental authority that an occupancy permit is not required/issued for this site.
	Fire Inspection Report	Upload a complete copy of the most recent fire inspection report.
	City or County Health Department Inspection/Letter	Upload a complete copy of the most recent City or County health inspection report or documentation from the relevant governmental authority that a health inspection is not required for this site.
	PI-6016 (Group Child Care License Exemption)	Complete this form for each unlicensed site and submit to the Wisconsin Department of Children and Families (DCF). (This form can be obtained from the CACFP contract website: http://dpi.wi.gov/community-nutrition/cacfp/child-care/contract) Once the form is reviewed and signed/dated by DCF, a copy will be returned to your agency. Upon receipt upload this completed form as part of the online CACFP contract.
Vended Programs (For sites that purchase meals/snacks)	CACFP Vendor Agreement or Food Service Management Company Agreement	Upload a complete signed copy of the vendor agreement (or a complete, signed copy of the food service management company agreement) for the purchase of meals and/or snacks.

*Not applicable to Head Start sites operated solely for Head Start services; not applicable to schools that participate as At Risk or Outside of School Hours sites in school buildings participating in the National School Lunch Program.

Sponsoring Organization Only (Agencies that administer 2 or more sites on the CACFP)

Financial Viability (for any budget expense item listed in Attachment G which will be paid for (whole or in part) with CACFP reimbursement)

Performance Standard	Document(s)
Financial Viability	Written Personnel Policies for CACFP Funded employees
	Job Descriptions and Work Schedules for CACFP Funded <u>Administrative</u> Employees
	Job Descriptions and Work Schedules for CACFP Funded <u>Operational</u> Employees
	Description of CACFP Funded Employee Benefits (i.e. Employee Handbook)
	CACFP Funded Equipment Inventory list
	CACFP Funded office or kitchen space agreement. Include rental/lease agreement or depreciation schedule with purchase agreement
	CACFP Funded Outside Service Contracts (include Professional and Equipment)
	CACFP Funded Insurance Policy(ies)
	CACFP Funded professional dues or membership application/description
	Detailed Description of any CACFP Funded Travel during budget year
	Other Budget Support Documentation
	Description of CACFP Allocation Plan
	Organization Audit (A-133, financial review by CPA or last Federal tax return)*
Recruitment Policy for new facilities*	

Performance Standard	Document(s)
Administrative Capability ¹	Current Organizational Chart (must include CACFP)*
	Organizational Mission* For Sponsors of 25 or more sites only: Job Descriptions for all employees performing CACFP monitoring duties including the percentage of time spent on monitoring, along with PI-6070-A
Program Accountability ¹	Detailed Description of the organization's accounting and financial system*
	For Sponsors of Unaffiliated Sites Only: Detailed Description of how you disburse CACFP payments to your facilities.

¹Not applicable to School Food Authorities administering the National School Lunch Program and/or the School Breakfast Program

* **Mandatory submission**

REFER TO THE CACFP INTERNET CONTRACT MANUAL FOR MORE DETAILED INFORMATION ON ALL UPLOADS.