



A Quick Guide to... Applications and Renewals

To participate in CACFP, an application is submitted to the State agency for review and approval, a permanent agreement is signed, and the application is periodically updated to document changes. The renewal process no longer requires an institution with a valid agreement to submit a new application to continue to participate in CACFP. And that means a significant savings in time for the institution and for the State agency!

The Application

New institutions must comply with State application requirements. The information in the initial application should demonstrate to the State agency that the institution has:

- Financial viability – Enough resources to properly operate CACFP;
- Administrative capability – An adequate level of staffing and expertise to comply with all of the Program's requirements; and
- Accountability – The appropriate internal controls in place to assure that Program funds are properly spent.

In the long run, applying these criteria to evaluate applications saves time and makes better use of a State agency's resources. Instead of spending time on oversight and technical assistance for institutions that are likely to drop out or require termination, why not devote the time and resources to help those institutions that can be successful?

Permanent Agreement

Once the State agency has determined that the institution has the financial resources, ability, and management systems in place to properly operate CACFP, a permanent agreement is signed. This written agreement is a legal contract that specifies the institution's rights and responsibilities for compliance with CACFP requirements.





The agreement documents that, among other things, the institution will:

- Accept final financial and administrative responsibility for management of a proper, efficient, and effective food service;
- Adhere to civil rights requirements; and
- Allow State and Federal officials to make announced and unannounced reviews.

Application Renewal

The renewal process requires institutions with valid agreements to annually confirm licensing and annually submit to the State agency any additional information to confirm compliance with CACFP regulations.

CACFP no longer requires renewal applications. There should be no need for a renewing institution to submit documentation demonstrating that it meets CACFP requirements, since this information is already a part of the approved application.

All the renewing institution needs to provide is certification that it is still in compliance. Information, such as licenses, management plans, job descriptions, and company policies, should be submitted throughout the year when changes are made.

Instead of completing a renewal application, USDA's Food and Nutrition Service (FNS) recommends five easy steps for institutions with valid agreements to keep their paperwork current:

- Update licensing information;
- Certify that information previously submitted to the State agency is current;
- Replace information that has changed;
- Submit a current budget, if required by the State agency; and
- Submit a media release, if the State agency does not issue a statewide media release.





Annual Certification

State agencies determine what information is annually required for proper oversight of CACFP. FNS suggests that this information be captured in a single certification which would document that information previously submitted to the State agency is current, or that the institution has submitted changes to keep the application current.

What is required to be certified under existing CACFP policy? See the checklist on page 4.

Best Practices

How are States streamlining and finding additional time savings for their agencies and institutions? Here are several ideas that work!

- Obtain changes in licensing information directly from the State licensing agency.
- Allow licenses to be submitted either as they are renewed or, in States where licenses are permanent, when changes are made.
- Require a single electronic certificate to document that all CACFP requirements have been met and changes have been submitted to the State agency.
- Require resubmission of information, such as licenses, management plans, job descriptions, and company policies, only when changes are made.
- Issue a statewide media release on behalf of all CACFP institutions.
- Make streamlining a part of the conversation in designing the State's annual renewal process and determining any additional requests for information.





Annual Certification

Information	Sponsoring Organization	Independent Center
The management plan on file with the State agency is complete and up to date.	✘	NA
No sponsored facility or principal of a sponsored facility is currently on the CACFP National Disqualified List.	✘	NA
The outside employment policy most recently submitted to the State agency remains current and in effect.	✘	NA
The names, mailing addresses, and dates of birth of all current institution principals have been submitted to the State agency.	✘	✘
The institution itself and its principals are not currently on the CACFP National Disqualified List.	✘	✘
The list of any publicly funded programs that the institution itself and its principals have participated in the past seven years is current.	✘	✘
The institution itself and its principals have not been determined ineligible for any other publicly funded program, due to violation of the program's requirements, in the past seven years.	✘	✘
No principals of the institution have been convicted of any activity that occurred during the past seven years and that indicated a lack of business integrity.	✘	✘
The institution is currently compliant with the required performance standards of financial viability, administrative capability, and Program accountability.	✘	✘





Resources

CACFP 19-2011, Child Nutrition Reauthorization 2010: *Child and Adult Care Food Program Applications*

<http://www.fns.usda.gov/child-nutrition-reauthorization-2010-child-and-adult-care-food-program-applications>

CACFP Proposed Rule: *Amendments Related to the Healthy, Hunger-Free Kids Act of 2010*

<https://www.federalregister.gov/articles/2012/04/09/2012-8332/child-and-adult-care-food-program-amendments-related-to-the-healthy-hunger-free-kids-act-of-2010>

For Additional Information

Review these ideas and adopt the strategies that seem reasonable to you and fit with your Program. For additional questions, CACFP participants and the general public should contact the State agency for help. State agencies should contact their FNS Regional Office.

List of FNS Regional Offices: <http://www.fns.usda.gov/fns-regional-offices>

List of State Agencies: <http://www.fns.usda.gov/cnd/Contacts/StateDirectory.htm>

USDA and its recipient institutions share responsibility for compliance and oversight to ensure good stewardship of Federal funds.

