Application Process and Annual Updates

The Idaho State Department of Education, Child Nutrition Programs (SDE) has established application procedures to determine the eligibility of new Institutions, renewing Institutions, and sponsoring organization facility applications. A goal of SDE is to facilitate expansion of CACFP in low-income and rural areas.

During the application process and while an Institution participates in CACFP the SDE Coordinators provide technical assistance, training, and monitoring of Institutions' performance to ensure effective operation and administration of the CACFP.

This manual section provides the following guidance:
1. General Terms and Definitions
2. Applications Process for New Applicants
3. How to Complete MyIdahoCNP Application Packet
4. Process When Licensing Agency is Unavailable
5. Updating an Approved Packet During a Fiscal Year (FY)
6. Annual Updating and Renewing the Application

General Terms and Definitions

WHAT IS AN INSTITUTION?

An Institution in CACFP is a sponsoring organization, child care center, At-risk afterschool care center, outside-school- hours care center, emergency shelter or adult day care center which enters into an agreement with a State agency to assume final administrative and financial responsibility for CACFP operations.

TYPES OF INSTITUTIONS

Independent Center (IC)
An independent center is one center such as: a child care center, At-risk afterschool care center, emergency shelter, outside-school- hours care center or adult day care center which enters into an agreement with a State agency to assume final administrative and financial responsibility for CACFP operations.

Sponsoring Organization of Centers (SOC)
A public or nonprofit private organization that is entirely responsible for the administration of CACFP in:

1. A child care center, emergency shelter, At-risk afterschool care center, outside-school-hours care center, or adult day care center which is a legally distinct entity (unaffiliated) from the sponsoring organization;
2. Two or more child care centers, emergency shelters, At-risk afterschool care centers, outside-school-hours care center, or adult day care centers; or
3. Any combination of child care centers, emergency shelters, At-risk afterschool care centers, outside- school-hours care centers, and adult day care centers. The term ''sponsoring organization'' also includes an organization that is entirely responsible for administration of CACFP in any combination of two or more child care centers, At-risk afterschool care centers, adult day care centers or outside-school-hours care centers, which meet the definition of For-profit center below and are part of the same legal entity (affiliated) as the sponsoring organization.

For-Profit Center, a child care center, outside-school-hours care center, or adult day care center providing nonresidential care to adults or children that does not qualify for tax-exempt status under the Internal Revenue Code of 1986.

Sponsoring Organization of Day Care Homes (SODCH):
A public or nonprofit private organization that is entirely responsible for the administration of CACFP in one or more day care homes.

PROGRAM AGREEMENTS

The program agreement governs the rights and responsibilities of each party. Program agreements may be terminated by either party due to convenience or by the State agency due to cause. For the full definition of the program agreement and required information in the agreement please refer to the Acronyms and Definitions section of this manual.

SDE will enter into a written permanent program agreement with Institutions that complete the application process and are approved to participate in CACFP. Institutions that participate in multiple Child Nutrition Programs enter into a single permanent agreement for all programs the Institution administers. The agreement between the Institution and SDE authorizing the Institution to operate CACFP must be maintained by both parties.

Annually the Institution must renew its application and all site applications on the Child Nutrition Programs online system (MyIdahoCNP) but will not sign a new agreement unless there were significant changes in CACFP regulations requiring an amended or new agreement.

Application Process for New Applicants

CACFP is a voluntary, Federally-funded program. By agreeing to participate, Institutions accept final administrative and financial responsibility for the operation of CACFP according to Federal and state laws, regulations, and policies.

To participate in CACFP, new applicants and renewing Institutions must submit information sufficient to document that it is financially viable, is administratively capable of operating CACFP, and has internal controls in effect to ensure accountability per 7 CFR 226.6. Any new applicant and renewing Institutions must demonstrate in its application that it is capable of operating in conformance with the above performance standards. SDE shall only approve the applications of those new applicants and renewing Institutions that meet these performance standards and must deny the applications of those new applicants that do not meet the standards.

This section provides an overview of the necessary steps for applicants to complete in the application process.

THE FIVE-STEP APPLICATION PROCESS

After a potential applicant contacts SDE to determine initial eligibility, the applicant must successfully complete the following steps in the application process to become an Institution in CACFP.

Step 1: Fiscal Resources and Financial History
A new applicant must demonstrate that it has adequate financial resources to operate CACFP on a daily basis, has adequate sources of funds to continue to pay employees and suppliers during periods of temporary interruptions in CACFP payments and/or to pay debts when fiscal claims have been assessed against the Institution, and can document financial viability. Please note, Idaho does not require a Bond for organizations to apply for initial participation in CACFP. A potential applicant must submit the applicants most current three years of financial records to SDE via either email or USPS:
1. US Income Tax Returns
2. Income (Profit/Loss) Statements
3. Balance Sheets
4. Cash Flow Statements

Step 1 is waived for current NSLP and SFSP sponsors applying to sponsor At-risk Afterschool Site(s) in CACFP.

If the Institution is new or has changed ownership and does not have three years of records

they must submit actual financial records for the current time in business and the remaining three years' information must be submitted as projections.

SDE will submit the financial records to a financial consultant for review and approval. The applicant will be notified by SDE when this process is complete or if additional information is needed to determine financial viability. If the records are approved, the applicant will be directed to start Step 2 and the SDE will provide the "Start-Up" Application form, MyIdahoCNP User Authorization form and IRS Form W-9.

Step 2: Required Documents for SDE to Set Up MyIdahoCNP Application Packet

Institutions sponsored by SDE are set up in MyIdahoCNP either as an Independent Center (IC), Sponsoring Organization of Centers (SOC), or Sponsoring Organization of Day Care Homes (SODCH). The definitions of each Institution type are provided at the beginning of this manual section. The applicant must submit a completed "Start-Up" Application form and the following documents to SDE either via email or USPS mail:

1. MyIdahoCNP User Authorization Form
2. IRS Form W-9
3. Copy of 501-C-3 authorization from the IRS (7 CFR 226.15 Tax exempt status, except for For-profit centers and sponsoring organizations of For-profit centers, Institutions must be public, or have tax exempt status under the Internal Revenue Code of 1986).

Once SDE receives the documents listed above, the new applicant will be set up in MyIdahoCNP, SDE's on-line application and claiming system. The applicant will be notified when this is complete and must login to MyIdahoCNP and complete the *sponsor and site application(s)* prior to SDE assigning the required CACFP training in Step 3.

Step 3: Complete Required Training

Applicant's key administrative staff will complete assigned New Center Training Modules and email or mail each training certificate to SDE: Key administrative staff would be the director or the owner of CACFP, the center program contact, and the financial or business manager (if applicable). The training is available online in SDE's training database. SDE will assign training from the following list of available modules:

1. How to Apply and Participate in CACFP
2. Civil Rights Requirements
3. Claim Records and Process to Submit a Claim
4. Eligibility Determination and Enrollment Requirements
5. Financial Management and Budget Requirements
6. Income Eligibility Forms

7. Infant, Child and/or Adult Meal Pattern
8. Meal Service Requirements
9. Menu Records Requirements
10. Meal Service Styles Requirements
11. Procurement Requirements
12. Serious Deficiency Process
13. Sponsoring Organization Monitoring Requirements

Once SDE receives all training certificates the applicant will be notified to begin Step 4.

Step 4: Submit Completed Application Packet to SDE

SDE will provide the applicant with the application packet list. The list includes the sections of the Application Packet in MyIdahoCNP and additional documents new applicants must submit to SDE in addition to completing the Application Packet in MyIdahoCNP. The additional documents are:

1. One week of *Completed* Menu Records- production or detailed menu records
2. One month of planned menus
3. Budget Workbook
4. Food service contract—if meals are contracted from a food service management company, school district, or other vendor
5. USDA Foods or Cash in Lieu Preference Form
6. Signed and dated CNP Permanent Agreement (only for new sponsors)
7. One blank enrollment form currently being used by the Institution

The MyIdahoCNP Application Packet includes the following forms or sections:

1. Sponsor Application
2. Civil Rights Information
3. Board of Directors
4. Sponsor Budget Detail
5. Sponsor Management Plan
6. Checklist
7. Application Packet Notes
8. Attachment List
9. Site or Provider Application(s)

The applicant must login in to MyIdahoCNP to complete the application packet. Please see "Information to Complete in MyIdahoCNP Application Packet" in this section for guidance on required information.

Prior to submitting the packet for approval, the applicant must attach the additional documents listed above in the application packet under "Attachment List". Each document must be attached separately. The application packet must be completed 30-60 days from completing training in step 3.

Once the packet is submitted for approval, SDE coordinators will review the application for completion and for compliance with regulations and policies. Further information or clarification may be requested. Additional information or clarification must be received within 30 days after submitting the initial application packet. If when reviewing the application, SDE determines the Institution has committed one or more serious deficiencies SDE must initiate action to:

1. Deny the new Institutions application; and
2. Disqualify the new Institution and the responsible principals and responsible individuals.

Please refer to the Serious Deficiency section of the manual for information.

If the application meets regulatory requirements and is accepted, it is considered complete by the SDE. At this point, a pre-approval visit will be scheduled with the applicant to visit the Institution's operation within 15 days of accepting the complete packet.

Step 5: Pre-Approval Visit

New private non-profit and proprietary child care Institutions, must receive a pre-approval visit by SDE to confirm the information in the Institution's application and to further assess its ability to manage CACFP.

During the pre-approval visit, SDE will review one month of menus and production records that have been completed by the Institution before SDE staff arrives at the Institution. Applicants must implement all meal and record keeping requirements prior to the pre-approval visit or approval of the application will be delayed or denied. The pre-approval visit will include:

1. Determination that facility(s) is/are viable for the type and number of meals for which the applicant requested approval
2. Meal observation to ensure that food components, serving sizes, and meal service meet CACFP requirements
3. Check of CACFP records and systems
4. Compliance assessment of Civil Rights requirements
5. Check for implementation of Management Plan as submitted
6. Technical assistance, as needed, to improve program quality

If corrective action is required from the pre-approval visit, the corrective action must be submitted within 10 days of the pre-approval visit.

SDE will either approve or deny the application within 30 days of receiving a complete application packet in MyIdahoCNP and notify the applicant if approved via email and if denied via certified mail and include reasons for disapproval of the application. Denial of participation in the CACFP is an appealable action and the SDE will provide the administrative appeal procedures with the denial notice.

If approved, the Director of CNP will sign the permanent agreement and send a copy to the applicant. In addition, SDE will provide the Institution with technical assistance on submitting monthly claims through MyIdahoCNP.

While SDE makes every effort to help a new applicant fulfill the necessary requirements to participate in CACFP, the ultimate responsibility for submitting all required application materials lies with the applicant. Applicants must complete this process within six (6) months from the date they completed training. If the applicant fails to complete this process within the six (6) month period, the applicant's application will be denied and the applicant will be required to repeat the process from the beginning.

How to Complete MyIdahoCNP Application Packet:

The MyIdahoCNP application packet includes nine key areas; sponsor application, civil rights information, board of directors, sponsor budget detail, management plan, checklist, sponsor notes, checklist and site or provider application(s). Each area is provided below with the general information that is required in each.

SPONSOR APPLICATION

1. Indicate if applicant operates centers in multiple buildings
2. Indicate if applicant operates in multiple States
3. Indicate if center site(s) operate as non-pricing or pricing programs
4. Street and mailing address for Institution
5. List of Responsible Individuals and/or Owners(Contacts responsible for CACFP operation and administration) and their date of birth
6. Contact information for each Responsible Individual (i.e. email address, phone number(s), and job title)
7. For Sponsoring Organization of Day Care Homes current enrollment information must be provided for;
   a) The total number of children enrolled in all homes in the sponsorship;
   b) The total number of tier I and tier II day care homes that it sponsors;
   c) The total number of children enrolled in tier I day care homes;
   d) The total number of children enrolled in tier II day care homes; and
   e) The total number of children in tier II day care homes that have been identified as eligible for free or reduced-price meals.
8. Certification statements and assurances the information provided is true and correct
9. For sponsoring organizations of centers only, certification the organization will only maintain up to 15% of center reimbursement for administrative expenses

CIVIL RIGHTS INFORMATION

1. Multiple questions applicants must answer to exhibit compliance with civil rights requirements and non-discrimination policies
2. Report the most current Racial and Ethnic data per participant and county census data
3. Certification statements and assurances the information provided is true and correct.

BOARD OF DIRECTORS

1. List of all board members including board chair
2. Birthdates of all officers, responsible individuals, or owners listed

3. Contact information for each member of the Board of Directors (i.e. address, phone number(s), email, occupation, and current employer name)
4. Indication if any member is related to board members or staff of organization

SPONSOR BUDGET DETAIL

1. Anticipated number of sponsored sites or day care homes if a sponsoring organization. Organizations that sponsor both day care homes and centers must submit and receive approval for two separate budgets. One for the operation and administration of centers and one for the administration of day care homes.
2. Projected total annual revenue
3. Summary of the applicants SDE approved operating and administrative budget that includes projected CACFP operating and administrative earnings and expenses. Note: Costs in the applicant's budget must be necessary, reasonable, allowable, and appropriately documented in the Budget Workbook
4. Total Expenditures (Operating and Administrative)
5. Anticipated Annual CACFP Reimbursement
6. Prior year carryover of non-profit food service program revenue if approved by SDE
7. Total other revenue and explanation of source of other revenue. Note: Applicants must report "other funds" available to pay an over claim or unallowable expenses in the Budget Workbook
8. Total revenue and net balance
9. Applicants must indicate if specific prior written approval SPWA was required for any budget items. The SPWA form must be completed and approved by SDE in the budget workbook
10. Administrative cost waiver
    a) Sponsoring organizations must have a system in place to ensure that administrative costs funded from CACFP reimbursements do not exceed regulatory limits set forth at 7 CFR 226.12(a) and 226.16(b)(1). Administrative budget submitted by a sponsoring organization of centers must demonstrate that the administrative costs to be charged to CACFP do not exceed 15 percent of the meal reimbursements estimated or actually earned during the budget year, unless the SDE grants a waiver in accordance with 7 CFR 226.7(g) For sponsoring organizations of day care homes, during any fiscal year, administrative payments to a sponsoring organization may not exceed 30 percent of the total amount of administrative payments and food service payments for day care home operations.
11. Certification statements and assurances the information provided is true and correct.

12. Under Document Attachments the Institution must attach the applicants SDE approved Budget Workbook.

MANAGEMENT PLAN

Applicants must submit a complete management plan. SDE requires detailed information about the applicant's management and administrative structure including the following:

Section I: Performance Standards 1-Financial Viability and Financial Management

The applicant must be financially viable. CACFP funds must be expended and accounted for in accordance with CACFP regulations, FNS Instruction 796–2 (Financial Management in the CACFP), and 2 CFR part 200, subpart D and USDA regulations 2 CFR part 400 and 415. To demonstrate financial viability, the new applicant must document that it meets the following criteria:

1. Description of Recruitment
   a) A sponsoring organization must provide their recruitment policies that demonstrates it will use appropriate practices for recruiting facilities. The recruitment policies must include the following practices:
      i. Recruit licensed facilities that are not currently participating in CACFP under another sponsoring organization or the SDE; and
      ii. Recruit facilities in the organizations SDE approved region(s) in Idaho.
2. Providing Benefits to Unserved Facilities and Participants
   a) A new sponsoring organization must demonstrate its participation will help ensure the delivery of CACFP benefits to otherwise unserved facilities or participants. The sponsoring organization must submit their procedures and facility recruitment list to support this requirement. The sponsoring organization written procedure must include the following criteria:
      i. How the organization identifies unserved license facilities (example, Idaho Stars list of licensed facilities);
      ii. Idaho region(s) the organization will recruit and provide benefits to unserved facilities;
      iii. Resources the organization will use to determine high need and low-income areas in their region;
      iv. How the organization will determine if the facility is participating in CACFP:
      v. How the organization will contact the facilities
   b) The sponsoring organization facility recruitment list must include:
      i. Facility names;
      ii. Facility address;
      iii. Facility license number; and

iv. Idaho region for each facility.

3. Provide financial resources and financial history.
   a) Institutions must demonstrate that it has adequate financial resources to operate the CACFP on a daily basis, has adequate sources of funds to continue to pay employees and suppliers during periods of temporary interruptions in CACFP payments and/or to pay debts when fiscal claims have been assessed against the institution, and can document financial viability. New applicants provide three years of current financial statements in the application process as noted earlier in this manual section. Participating/Renewing Institutions must provide annually either a current financial audit or financial statement (balance sheet or profit loss statement) on the checklist in the application packet.

4. Provide a Budget
   a) The applicant's budget is provided in the Sponsor Budget Detail section in MyIdahoCNP application packet.

5. Certifications
   a) The SDE is prohibited from approving an Institution's application if, during the past seven years, the Institution or any of its principals have been declared ineligible for any other publicly funded program by reason of violating that program's requirements. However, this prohibition does not apply if the Institution or the principal has been fully reinstated in, or determined eligible for, that program, including the payment of any debts owed. Applicants must submit:
      i. A listing of the publicly funded programs in which the Institution and its principals have participated in the past seven years; and
      ii. A certification that, during the past seven years, neither the Institution nor any of its principals have been declared ineligible to participate in any other publicly funded program by reason of violating that program's requirements; or
      iii. In lieu of the certification, documentation that the Institution or the principal previously declared ineligible was later fully reinstated in, or determined eligible for, CACFP, including the payment of any debts owed. If SDE has reason to believe that the Institution or its principals were determined ineligible to participate in another publicly funded program by reason of violating that program's requirements, SDE will follow up with the entity administering the publicly funded program to gather sufficient evidence to determine whether the Institution or its principals were, in fact, determined ineligible.

b) SDE is prohibited from approving an Institution's application if the Institution or any of its principals have been convicted of any activity that occurred during the past seven years and that indicated a lack of business integrity. A lack of business integrity includes fraud, antitrust violations, embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, receiving stolen property, making false claims, obstruction of justice, or any other activity indicating a lack of business integrity. The applicant must certify that neither the Institution nor any of its principals have been convicted of any activity that occurred during the past seven years and/or indicated for lack of business integrity.

c) An applicant must report whether the Institution or any of their responsible principals or any of their sponsored facilities or any of the responsible principals of the facility are present on the National Disqualified List. If an Institution or one of its principals is on the National Disqualified List and submits an application, SDE cannot approve the application. If a sponsoring organization submits an application on behalf of a facility, and either the facility or any of its principals is on the National Disqualified List, SDE cannot approve the application. In accordance 7 CFR 226.6 (k) (3) (vii), in this circumstance, SDE's refusal to consider the application is not subject to administrative review.

d) Independent Centers and Sponsoring Organizations of Centers must report any expansion plans for the next program year.

Section II: Performance Standard 2- Administrative Capability

The new Institution must be administratively capable. Appropriate and effective management practices must be in effect to ensure that CACFP operates in accordance with Program regulations. To demonstrate administrative capability, the applicant must document that it meets the following criteria:

1. Organization Structure and Program Staffing
   a) The applicant employs an adequate number and type of qualified staff to ensure the operation of CACFP. Sponsoring Organizations must provide the Institution's organization chart that provides detailed information on the Institution's management and administrative structure;
   b) The applicant must provide a list of and job descriptions for the staff assigned to CACFP duties (including monitoring for sponsoring organizations);
   c) Sponsoring organizations must submit an outside employment policy. The policy must restrict other employment by employees that interferes with an employee's

performance of CACFP-related duties and responsibilities, including outside employment that constitutes a real or apparent conflict of interest;

d) Sponsoring organizations must submit the procedures to be used by the organization to administer CACFP and disburse payments to the child care facilities under its sponsorship;

e) For sponsoring organizations of family day care homes, a description of the system for making tier I day care home determinations and a description of the system of notifying tier II day care homes of their options for reimbursement must be submitted. The system procedures must support the organization accurately classifies day care homes as tier I or tier II in accordance to 7 CFR 226.15(f);

f) For sponsoring organizations of day care homes, indication if the organization will use the SDE Parent/Guardian letter. If the organization develops or uses a different letter, the letter must be submitted for SDE approval, prior to implementation.

g) For sponsoring organizations of day care homes, indication if the organization will use the SDE Meal Income Eligibility form. If the organization develops or uses a different form the applicant must be submitted the form for SDE approval prior to implementation.

h) For sponsoring organizations of day care homes, provide the organizations Meal Income Eligibility form determining official's names and titles.

i) For sponsoring organizations of day care homes, indicate if the organization has providers that qualify for Tier I based on food stamps and if so submit the list of providers.

j) Institutions must have policies and procedures in writing that assign CACFP responsibilities and duties, and ensure compliance with civil rights requirements. The applicant must submit their nondiscrimination policy statement;

k) The SDE annually issues a Statewide media release on behalf of all Institutions, therefore, an Institutions media release is not required to be submitted to SDE.

Section III: Performance Standard 3-Program Accountability

The new Institution must have internal controls and other management systems in effect to ensure fiscal accountability and to ensure that CACFP will operate in accordance with 7 CFR 226 requirements. To demonstrate Program accountability, the applicant must document that it meets the following criteria:

1. Governing board of directors.
   a) Applicant has adequate oversight of CACFP by an independent governing board of directors. Applicants with a board of directors must maintain board meeting minutes for three years plus the current program year and governing bylaws. The

applicant must describe in the management plan the board of director's role in approving fiscal actions, policy decisions, and other administrative actions;

    b) Indicate how often the board meets; and

    c) Indicate if the Institution has by-laws and if not when by-laws would be available.

2. Fiscal accountability.

    a) Institutions must have a financial system with management controls specified in writing. The applicant must submit the Institutions fiscal operational policies that assure:

        i. Fiscal integrity and accountability for all funds and property received, held, and disbursed;

        ii. Integrity and accountability of all expenses incurred;

        iii. That claims will be processed accurately, and in a timely manner;

        iv. That funds and property are properly safeguarded and used, and expenses incurred for authorized CACFP purposes; and

        v. That a system of safeguards and controls is in place to prevent and detect improper financial activities by employees

3. Recordkeeping

    a) Institutions must maintain appropriate records to document compliance with CACFP requirements, including budgets, accounting records, approved budget amendments, management plans, and appropriate records of facility operations. CACFP records must be maintained for three years plus the current year. The applicant must certify the Institution will maintain the required records and provide contact information for key staff that will provide the SDE access to the records if the records are stored off site.

4. Operations

    a) Institutions must provide adequate and regular training of the Institution's staff and if a Sponsoring Organization, the sponsored facilities in accordance with 7 CFR 226.15(e) (12) and (e) (14) and 226.16(d) (2) and (d) (3). The new applicant must submit their training plan for key staff in the Institution and facilities. The training plan must include:

        i. If the Institution will conduct in-person trainings at each facility or online;

        ii. If the Institution will conduct group trainings, and tentative dates;

        iii. Description of how provider or center key staff not able to attend group training will be trained;

        iv. Description of how the Institution provides training new key staff prior to operating in CACFP; and

        v. A list of CACFP topics provided at training.

    b) The applicant must certify the Institution will ensure key staff in the Institution will

attend or participate in mandatory CACFP trainings provided by SDE.

5. Monitoring

   a) Sponsoring organizations must also submit with the new application and , annually the Monitoring Staff Ratio form to confirm the organization has sufficient staff to perform required monitoring responsibilities at all of its sponsored facilities. The form collects the list of employees that perform monitoring duties, each employee full time equivalency (FTE) and the percentage of time each employee performs monitoring duties. The monitor staffing requirements for organizations is provided in program regulations 7 CFR 226.16(b)(1) and in the Sponsoring Organization of Centers or Day Care Homes sections of this manual.

   b) Sponsoring organizations shall perform monitoring in accordance with 7CFR 226.16(d) (4), to ensure that sponsored facilities accountably and appropriately operate CACFP. Organizations must submit a copy of their monitoring procedures for the SDE to review as part of the application process. The procedures must be attached on the attachment list in the application packet in MyIdahoCNP. For more information on the monitoring requirements, please refer to the Sponsoring Organization of Centers or Day Care Homes manual sections.

   c) Sponsoring organizations must indicate if the organization will use the SDE monitoring form. If the Institution develops or uses a different form the applicant must provide the monitoring form to SDE for approval.

   d) For sponsoring organizations of centers, the applicant must provide how the organization will ensure meals are not claimed for reimbursement when the monitor observes during a monitoring visit meals are served that do not meet the meal pattern and when problems are discovered during a monitoring visit, how the organization will apply corrective action and follow up for compliance with the facility.

6. Meal service and other operational requirements:

   a) Independent centers and sponsoring organization facilities will follow practices that result in the operation of CACFP in accordance with the meal service, recordkeeping, and other operational requirements. The applicant must indicate sponsored facilities will be advised to comply with the following requirements:

      i. Provide meals that meet the meal patterns set forth in 7 CFR 226.20;

      ii. Comply with licensure or approval requirements;

      iii. Have a food service that complies with applicable State and local health and sanitation requirements;

      iv. Comply with civil rights requirements;

      v. Maintain complete and appropriate records on file; and

      vi. Claim reimbursement only for eligible meals.

b) The independent centers and sponsoring organization of centers must describe how the Institution will ensure that adequate amounts of food items are purchased, prepared, and served in accordance with the CACFP meal pattern. The application must include the menu record the facility(s) will use to record the daily meals served. If the new sponsor is a current National School Lunch Program (NSLP) sponsor, the applicant must also provide which meal pattern the new sponsor will follow; either NSLP or CACFP.

c) The independent centers and sponsoring organization of centers must indicate if the Institution will claim meals served to participants in need of food substitutions or food texturing modifications for required CACFP meal components. If yes, the applicant must describe how the facility(s) identify the participants and how staff are notified of the participant's meal substitutions.

d) The independent centers and sponsoring organization of centers must indicate if the Institution will use the SDE medical statement form or will develop their own. If the Institution develops or uses a different form the applicant must provide the medical statement form to SDE for approval.

e) Independent centers and sponsoring organization of centers must describe how the centers will record meal counts prior to the end of meal service and how the Institution will ensure centers will not claim more than the number of meals allowed per day per participant by program type.

f) The independent centers and sponsoring organization of centers must describe how the Institution ensures claims are documented, accurate and submitted within 60 days after the claim month.

g) The independent centers and sponsoring organization of centers must describe the Institutions claim edit check process to ensure an accurate claim is submitted monthly.

e) The independent centers and sponsoring organization of centers must indicate if the Institution will use the SDE menu records, meal count records and attendance records. If the Institution develops or uses a different form(s) the applicant must provide the Institution form(s) to SDE for approval.

h) Sponsoring organizations of day care homes or unaffiliated centers must provide their serious deficiency process for their sponsored facilities. In addition, the applicant must indicate the name of the hearing official, occupation and affiliation with the organization.

7. Eligibility - Independent Centers and Sponsoring Organization of Centers
(Head Starts, At-risk Centers, and Emergency Shelters may skip this section.)
   a) The applicant must report how they will ensure the participants' income eligibility forms will be properly completed and approved and the Institution's will use and

maintain a current enrollment form.

    b) For adult day care centers, the applicant must describe how the center(s) use alternate documentation (if applicable) and how the center ensures meal category and eligibility forms are properly completed and approved.

    c) The applicant must describe how the Institution will maintain the confidentiality of eligibility information.

    d) The applicant must indicate if the Institution will use the SDE Parent/Guardian letter. If the Institution develops or uses a different letter, the letter must be submitted for SDE approval.

    e) The applicant must indicate if the Institution will use the SDE Meal Income Eligibility Enrollment form. If the Institution develops or uses a different form, the form must be submitted for SDE approval. In addition, the applicant must provide the name and title of the Institutions income eligibility determining official and back-up official.

Section IV: Certifications

1. Certification statements and assurances the information provided is true and correct.

CHECKLIST

Items are placed on the checklist based on how the Institution answers the questions in the management plan and site or provider application. Below is a list of items that may be on an Institution's checklist. Each item must be attached in the checklist:

1. Audit Questionnaire
2. Budget Expenditure Prior Approval (SPWA)
3. Statement of Financial Position
4. 3 Years of Financial Records
5. Other Funds and List of Sources
6. Free and Reduced-Price Policy Statement If Non-Pricing or Pricing Program-More Information Is Provided for This Statement Below
7. Serious Deficiency Process
8. Fiscal Operational Policies
9. Institution's Job Descriptions
10. Institution's Monitoring Form
11. Institution's Monitoring Procedures
12. Monitoring Staffing Ratio Form
13. Institution's Medical Statement Form
14. Institution's Menu Production Record
15. Institution's Meal Count Record

16. Institution's Attendance Record
17. Nondiscrimination Statement-Required for All New Institutions
18. Organizational Chart
19. Outside Employment Policy
20. Parent/Guardian Letter
21. Meal Income Eligibility Enrollment Form
22. Procedures to Maintain Annual Enrollment or Declined Documents, Process Monthly Claims, Disburse Payments and Handle Uncashed Checks
23. Procedures for Determining and Certifying Tier I Homes
24. Procedures for Notifying Tier II Homes of Their Options for Reimbursement
25. Recruitment Policy
26. Institution's Plan to Conduct CACFP Training for All Key Staff
27. Institution's Plan to Train Centers on CACFP Regulations
28. Identified Unserved Facility List
29. Unserved Facility Procedure
30. List of Employees and Their Titles That Work In CACFP
31. List of Providers Who Qualify for Tier 1 Based on SNAP - within 30 days of receiving this list, SDE will provide this list to Idaho state department of health and welfare, the agency that is responsible for the administration of the snap
32. Site or Provider Current License and/or Current Health Inspection and Fire Inspection Reports

Idaho Statewide Media Release

The media release no longer appears on the checklist since SDE issues a statewide media release on behalf of all Institutions annually. The media releases issued for Institutions other than emergency shelters, At-risk afterschool care centers, and sponsoring organizations of emergency shelters, At-risk afterschool care centers, or day care homes must include the Income Eligibility Guidelines for Free and Reduced-price Meals.

The statewide release for emergency shelters, At-risk afterschool care centers, Head Start centers and sponsoring Organizations of emergency shelters, At-risk afterschool care centers, Head Start centers, day care homes and by other institutions which elect not to charge separately for meals announces the availability of meals at no separate charge.

The statewide release for child care centers, outside school hour centers, adult day care centers and sponsoring organizations of child care centers, outside school hour centers and adult day care centers, which charge separately for meals shall announce the availability of free and reduced-price meals to children meeting the approved eligibility criteria. The

release shall also announce that children who are TANF recipients, SNAP or FDPIR households, or are Head Start participants are automatically eligible to receive free meal benefits. In addition, the release will announce that adult participants who are members of SNAP or FDPIR households or who are SSI or Medicaid participants are automatically eligible to receive free meal benefits.

Both statewide releases will state that meals are available to all participants without regard to race, color, national origin, sex, age, or disability.

Free and Reduced-price Policy Statement

SDE shall not enter into a Child and Adult Care Food Program agreement with a new Institution until the Institution has submitted, and SDE has approved, a written policy statement concerning Free and Reduced-price meals to be used in all child and adult day care facilities under its jurisdiction. SDE will not require an Institution to revise its Free and Reduced-price policy statement or its nondiscrimination statement unless the Institution makes a substantive change to either policy. Pending approval of a revision to these statements, the existing policy must remain in effect.

Emergency shelters, At-risk afterschool care centers, Head Start centers and sponsoring Organizations of emergency shelters, At-risk afterschool care centers, Head Start centers and day care homes operate in CACFP as non-pricing programs.

Child care centers, outside school hour centers, adult day care centers and sponsoring Organizations of child care centers, outside school hour centers and adult day care centers may choose to participate in CACFP as a non-pricing or pricing program.

1. *Non-pricing* programs do not serve meals at a separate charge to children;
2. *Pricing* programs have a separate identifiable charge for meals served to participants.

Below is a Prototype Free and Reduced-price policy statement for **non-pricing** programs:

Note: This statement must be provided to all participants and/or their families/guardians, either within the parent letter for the Income Eligibility form for free and reduced-price meals or in a separate document.

At (insert name of Institution) all participants are served the same meals at no separate charge, regardless of race, color, national origin, sex, age, or disability and there will be no discrimination in the course of the food service.

(Add this section if the Institution is a Sponsoring Organization of Day Care Homes) There will be no identification of children in day care homes in which meals are reimbursed at both the tier I and tier II reimbursement rates and for children in child care centers with Free and Reduced-price meal recipients. In addition, the sponsoring organization will not make any Free and Reduced-price eligibility information concerning individual households available to day care homes and will limit the use of such information to persons directly connected with the administration and enforcement of CACFP.

Next is a Prototype Free and Reduced-price policy statement for *pricing* programs:

Note: This statement (including the chart) must be provided to all participants and/or their families/guardians, either within the parent letter for the Income Eligibility form for free and reduced-price meals or in a separate document.

Non-pricing Statement

(Insert name of Institution) is a pricing program and has a separate identifiable charge for meals served to participants regardless of race, color, national origin, sex, age, or disability and there will be no discrimination or overt identification of free and reduced-price meal recipients in the course of meal service. The full price for breakfast is (insert price), lunch and supper is (insert price), and snack is (insert price).

For participants unable to pay the full price for meals served by (Insert name of Institution), below is the policy for free and reduced-price meals. Participants eligible for reduced-price meals; breakfast is $.30, lunch and supper is $.40 and snack is $.15. The charge for full price and reduced-price meals will be collected (insert method or methods of payment for participant meals/snacks). Each center has a copy of the policy, which may be reviewed by any interested party.

Households with any member who is receiving SNAP, Temporary Assistance for Families in Idaho (TAFI) or Food Distribution on Indian Reservations (FDPIR) or, for adult participants, who are members of a SNAP or FDPIR household or SSI or Medicaid participants; these households are only required to provide the recipient's name, their SNAP, TAFI, FDPIR, SSI or Medicaid case number, the participants name and an adult signature.

For other applicants, the household must list the names of all household members, all household income with the amount, source and frequency of the income received by each household member.   If a household member does not have income, the no income box must be checked. An adult signature is required along with the last 4 digits of the adult's social security number. The signature of the adult household member certifies that the information provided is correct.

You may include all foster children's names on a household Income Eligibility form with other non-foster children.   Foster children are eligible for meal benefits. Foster children must be the legal responsibility of the welfare agency or the court.

Participants who are homeless, runaway or migrant are also eligible for benefits. Household members do not have to be US citizens for participants to qualify for benefits. Income Eligibility forms may be submitted at any time during the year.

Non-pricing statement continued:

Under the provisions of the free and reduced-price policy, the Determining Official will review the Income Eligibility form and determine eligibility. Parents or guardians dissatisfied with the ruling of the official(s) or termination of benefits as a result of verification may wish to discuss the decision with the Determining Official(s) on an informal basis. Parents or guardians wishing to make a formal appeal may make a request either orally or in writing to the Hearing Official for a hearing on the decision. The parents or guardians have will have the opportunity:

- To be assisted or represented by an attorney or other person in presenting their appeal;
- To examine, prior to and during the hearing, the documents and records presented to support the decision under appeal;
- For the hearing to be held with reasonable promptness and convenience to the family and adequate notice shall be given to the family as to the time and place of the hearing;
- An opportunity for the family to present oral or documentary evidence and arguments supporting their position;
- For the family to question or refute any testimony or other evidence and to confront and cross-examine any adverse witnesses;
- For the hearing to be conducted and the determination made by a hearing official who did not participate in making the initial decision;
- For the determination of the hearing official to be based on the oral and documentary evidence presented at the hearing and made a part of that hearing record;
- For the family and any designated representatives to be notified in writing of the decision of the hearing official;
- For a written record to be prepared with respect to each hearing, that will include the decision under appeal, any documentary evidence and a summary of any oral testimony presented at the hearing, the decision of the hearing official, including the reasons therefore, and a copy of the notification to the family of the decision of the hearing official; and
- For written record of each hearing to be preserved for a period of three years and shall be available for examination by the family or its representatives at any reasonable time and place during such period.

Hearing Official(s)　　　Name: _____

　　　　　　　　　　　　Address: _____

　　　　　　　　　　　　Telephone number: _____

Income Eligibility forms are available to all households along with a letter to parents or guardians. To apply for free or reduced- price meals, households should fill out the form and return it to the center. Additional copies are available at each center. The information provided on the form will be used for the purpose of determining eligibility and may be verified at any time during the year by program officials.

Income Chart (before taxes)
Effective July 1, 2020 to June 30, 2021

Reduced Price			
Annual	Monthly	Weekly	Household Size
23,606	1,968	454	1
31,894	2,658	614	2
40,182	3,349	773	3
48,470	4,040	933	4
56,758	4,730	1,092	5
65,046	5,421	1,251	6
73,334	6,112	1,411	7
81,622	6,802	1,570	8
8,288	691	160	For each additional member add

This Institution is an equal opportunity provider and employer.

APPLICATION PACKET NOTES

This is the location where SDE will place notes concerning the application review for approval and additional information needed to approve the packet. If the application packet is returned for corrections, please refer to the application packet notes and make the requested corrections.

ATTACHMENT LIST

These are additional documents not listed in the checklist but must be provided by the Institution before submitting the packet for approval:

1. One week of *Completed* Menu Records- production or detailed menu records
2. One month of planned menus
3. Food service contract—if meals are contracted from a food service management company, school district, or other vendor
4. USDA Foods or Cash in Lieu Preference Form
5. Signed and Dated CNP Permanent Agreement (only for new sponsors)
6. One blank enrollment form currently being used by the Institution

SITE OR PROVIDER APPLICATION(S)

The center site and day care home provider applications have a different order in which the information is collected. Below is a general guideline for information required for each to be completed. Institutions must complete a center site or provider application for each sponsored center and/or provider.

Effective Date (Provider application only)

The applicant must provide the month and year the sponsoring organization determined the provider is ready to submit claims for reimbursement. For example, if the sponsor conducted the preapproval visit September 21, 2020, training was completed prior to October 1, 2020 and the provider started serving meals and maintaining required claim records on October 5, 2020 the applicant would select 10/1/2020 from the drop-down menu and Oct. 2020 is the first month the sponsor may submit a claim for that provider.

Any time after the provider application is approved by the SDE, if the sponsor revises the application for SDE approval, the sponsor must select the effective date for the changes. It is important to note, changes to the meal schedule must be approved by the SDE prior to the provider implementing the change. Therefore, if the provider is planning to add AM snack as a meal service November 1, 2020, the sponsor must revise the application in October 2020, select 11/1/2020 as the effective date, make the meal service revision and

submit the packet for approval to the SDE prior to 11/1/2020 so the SDE may approve the changes prior to the provider serving the AM snack for reimbursement.

Centers Since there is not an option for sponsors to select the effective date of the application in the site application it is important the sponsor submits the application for approval prior to the date the center plans to implement the meal schedule changes.

Address and Contact Information
1. Street and mailing address for center site or day care home provider
2. List of center site Responsible Individuals or day care home provider (Contacts responsible for CACFP operation and administration) and their date of birth
3. Contact information for each center site Responsible Individual and the day care home provider (i.e. email address, phone number(s), day care home name and job title for center contact)

Site information: (Center site application only)
1. Centers must indicate if the center operates as an adult center and/or a child care center. If a child care center, the applicant indicates which type(s) of centers:
   a) Child care;
   b) Head start;
   c) Outside school hours;
   d) At-risk afterschool care center; and
   e) Emergency shelter.
   For each center type the center operates under the center must submit current information on the number of enrolled participants who are eligible for Free, Reduced-price and Paid meals
2. The applicant must indicate if the center is For-profit or Non-profit
3. The applicant must indicate if the center is affiliated or unaffiliated to the Institution
4. The applicant must indicate if the center provides child care for infants under 12 months of age
5. The applicant must indicate if the center previously operated in the CACFP under a sponsoring organization and if so, provide the sponsor name and dates of participation.
6. For centers, the applicant must provide the date of the pre-approval visit

Tiering: (Day care home provider application only)
Sponsoring organizations of day care homes must submit current information on the providers tiering status. Additional information on tiering is located in the Sponsoring Organization Day Care Home manual section.

For census data determinations, SDE provides the most current census data website locations annually, either at training or via email to use for Tier I status determinations. This is the current link to FNS Area Eligibility Mapper using census data, https://www.fns.usda.gov/area-eligibility

For area eligibility determinations, the SDE posts on the CNP website annually in April a list of elementary, middle and high schools in Idaho where at least fifty percent of the children enrolled are certified eligible to receive Free or Reduced-price meals. This is the link to the CNP website where the Lunch Eligibility Report is located, https://www.sde.idaho.gov/cnp/resource-center.html

1. Indicate the provider tier level (Tier I or Tier II)
2. If the provider is determined as tier I the applicant must indicate the determination method:
   a) Area eligible- school;
   b) Area eligible- census;
   c) Income qualified; or
   d) Categorically eligible.
   If the provider is area eligible by school indicate the area eligible school the day care home is within the boundary of that qualifies the provider for Tier I status.
2. If the provider is Tier II, the applicant must indicate the providers reimbursement option:
   a) Tier II low- sponsor identifies all income and categorically eligible children enrolled and receive tier I rates for those children;
   b) Tier II mixed- sponsor identifies only categorically eligible children enrolled and receive tier I rates for those children; or
   c) Tier II high- provider receives tier II rates for all enrolled children.
3. The applicant must provide the current number of children enrolled in the day care home.

License Information

All centers and family day care homes must document that they meet CACFP licensing requirements. Per Idaho Code, all child care sites must be licensed.

Some types of Institutions may be exempt from Idaho Code licensing requirements:
1. Government or Public Institutions
2. Emergency Shelters
3. At-risk Afterschool Centers only

4. Outside-School-Hour Care Centers only
5. Adult Day Care Centers

If a site is exempt from Idaho licensing code, it must receive and pass, per Idaho code, an annual health inspection from their local health department and an annual fire inspection from their local fire department. The Institution must maintain and submit all inspection documentation to SDE. It is the responsibility of the Institution's administration to comply with the laws governing licensing in their geographic area of Idaho. Institutions are not eligible for the CACFP if their licenses lapse or are terminated. Institutions must comply with applicable procedures to renew licensing, submit documentation of licensing or demonstrate compliance with Idaho health and safety standards or the application will be denied.

If child care licensing at any time becomes unavailable in any area of the State of Idaho or a day care home or adult day care center is exempt from licensing in Idaho, procedures described later in this manual under "Unavailable Licensing Agency" must be followed.

This is information required for the license section.
1. The applicant must indicate the entity the center or home is licensed by:
   a) City;
   b) County;
   c) Military;
   d) State;
   e) Other; or
   f) Exempt (centers)
   If the center is not required to be licensed under Idaho licensing code, the applicant will select Exempt and provide the current annual health and fire inspection dates under Additional Licensing.
2. The applicant must provide the current license number
3. The applicant must provide the license effective and expiration dates.
4. The applicant must provide the license capacity provided on the license

Schedule for Site or Provider
The Applicant must report their facility business operation and meal service schedule.
1. The applicant must indicate each month the center or provider business is in operation and will be serving meals in CACFP. The CACFP operates based on the Federal fiscal year, October 1- September 30.

2. The applicant must indicate if the center or home is open 24 hours a day.
3. The applicant must provide the business operating hours (time open and time close) by weekday and weekend (if applicable).
4. For child care centers, Head Start programs, outside school hour centers, emergency shelters or day care homes; the applicant must mark which meals the center or day care home will serve and claim for reimbursement in CACFP. Meals service options:
    a) Breakfast;
    b) AM Snack;
    c) Lunch;
    d) PM Snack;
    e) Supper; and
    f) Evening Snack

    For each meal selected the applicant must mark the days of the week the meal service will be provided (Monday-Sunday options), and meal service times by weekday and weekend (if applicable). If the meal service duration is more than 60 minutes the applicant must mark the Multiple Shifts box.
5. The applicant must record the dates of anticipated closures.

General Questions (Day care home provider application only)
1. The applicant must indicate if the meals are prepared on site or at another location. If the meals are prepared at another location, the applicant must provide the other location and explanation.
2. The applicant must indicate if the day care home provider cares for infants.
3. The applicant must report the date of the pre-approval visit.
4. The applicant must report if the provider has ever been found guilty of committing fraud (including deferred adjudication). If yes, the applicant must provide the date the sentence expired.

Food Service (Center site application only)
1. The applicant must indicate how meals are prepared:
    a) Prepared on-site;
    b) Prepared at central facility and delivered (provide location prepared);
    c) Contracted with a public school;
    d) Purchased from a food service vendor; or
    e) Other

    If other, please explain and provide other option.
2. The applicant must indicate how meals are served:
    a) Pre-plate (this includes cafeteria style where adult serves components)
    b) Family-style

3. If contract with public school or food service vendor is selected above, the applicant must check all meals that are purchased: (Breakfast, Lunch, Supper, Snacks)
4. If meals are vended through a public school or food service vendor, the applicant must indicate if the center has a food service contract or agreement.
5. If the center has a food service contract or agreement, the applicant must provide the name of the food service provider.
6. If the center has a food service contract or agreement, the applicant must provide the contract period effective dates.

Adult Care Site Only (Center site application if applicable)
1. The applicant must indicate the meals the center will serve meals as offer versus serve. (Breakfast, Lunch, Supper, or None)
2. The applicant must indicate if individual plans of care are maintained onsite for functionally impaired adults.
3. The applicant must indicate if the primary purpose of the adult day care center is to serve functionally impaired adults or adults over the age of 60.
4. The applicant must indicate if the adult day care center offers a structured, comprehensive program that provides a variety of health, social and related support services.

At-risk Afterschool Site Only (Center site application if applicable)
1. The applicant must indicate each month the center or provider business is in operation and will be serving meals in CACFP. The CACFP operates based on the Federal fiscal year, October 1- September 30.
2. The applicant must indicate the meals the center will serve as offer versus serve. (Breakfast, Lunch, Supper, or None)
3. The applicant must indicate which meals the center will serve and claim for reimbursement in CACFP. Meals service options:
   g) Breakfast (only allowable on non-school days);
   h) Lunch (only allowable for AM kindergarten students or on non-school days);
   i) Snack; and
   j) Supper.
   For each meal selected the applicant must mark the days of the week the meal service will be provided during business hours (Monday-Sunday options), and meal service times by weekday and weekend (if applicable). If the meal service duration is more than 60 minutes the applicant must mark the Multiple Shifts box.
4. The applicant must indicate if the At-risk afterschool program provides children with regularly scheduled activities in an organized, structured and supervised

environment.

5. The applicant must describe the educational and/or enrichment program activities.
6. The applicant must provide the school district where the center site is located.
7. The applicant must provide the area eligible school (elementary, middle or high) in which the center site is located in the attendance area.
8. The applicant must provide the free and reduced-price meal eligibility percentage for the area eligible school.

SDE must determine whether the afterschool programs of At-risk afterschool care centers meet the requirements of 7 CFR 226.17a (b) before the centers begin participating in CACFP.

Applicants must maintain site and boundary maps and provide sufficient information to determine that each At- risk afterschool care center meets CACFP eligibility requirements in 7 CFR 226.17a (a). The sponsoring organizations must maintain the site address and boundary maps and provide sufficient information that each sponsored At-risk afterschool care center meets the area eligibility requirements in §226.17a(i).

SDE will annually provide all Institutions with a list of elementary, middle, and high schools in Idaho in which at least one-half of the children enrolled are certified eligible to receive Free or Reduced-price meals. The most current list is available on the CNP website by April each year. SDE will determine the area eligibility for each At-risk afterschool care center by using the most current attendance area information obtained from school officials and the information submitted above by the applicant under questions 4-8.

For additional information on the At-risk afterschool program please refer to the At-risk Afterschool section of this manual.

Emergency Shelter Site Only (Center site application if applicable)
1. The applicant must indicate if the primary purpose of the organization is to provide temporary residential and food services to homeless children and their families.

Certification statements
Certification and assurances the information provided is true and correct.

For-profit centers only, the applicant must certify that each for-profit center meets the definition of a For-profit center, as defined in the Acronyms and Definition section of this manual.

Process When Licensing Agency is Unavailable

CACFP CHILD CARE STANDARDS

If child care licensing at any time becomes unavailable in any area of the State of Idaho, child care centers and homes must meet the following CACFP Child Care Standards.

Staff/Child Ratios

Day care homes provide care for no more than 12 children at any one time. One home caregiver is responsible for no more than 6 children ages 3 and above, or no more than 5 children ages 0 and above. No more than 2 children under the age of 3 are in the care of one caregiver. The home provider's own children who are in care and under the age of 14 are counted in the maximum ratios of caregivers to children.

Child care centers do not fall below the following staff/child ratios:
1. For children under 6 weeks of age—1:1;
2. For children ages 6 weeks up to 3 years—1:4;
3. For children ages 3 years up to 6 years—1:6;
4. For children ages 6 years up to 10 years—1:15; and
5. For children ages 10 and above 1:20.

Nondiscrimination

Day care services are available without discrimination on the basis of race, color, national origin, sex, age, or disability.

Safety and Sanitation
1. A current health/sanitation permit or satisfactory report of an inspection conducted by local authorities within the past 12 months shall be submitted
2. A current fire/building safety permit or satisfactory report of an inspection conducted by local authorities within the past 12 months shall be submitted
3. Fire drills are held in accordance with local fire/building safety requirements

Suitability of Facilities
1. Ventilation, temperature, and lighting are adequate for children's safety and comfort.
2. Floors and walls are cleaned and maintained in a condition safe for children.
3. Space and equipment, including rest arrangements for preschool age children, are adequate for the number and age range of participating children.

Social Services

Independent centers, and sponsoring organizations in coordination with their facilities, have procedures for referring families of children in care to appropriate local health and social service agencies.

Health Services

1. Each child is observed daily for indications of difficulties in social adjustment, illness, neglect, and abuse, and appropriate action is initiated
2. A procedure is established to ensure prompt notification of the parent or guardian in the event of a child's illness or injury, and to ensure prompt medical treatment in case of emergency
3. Health records, including records of medical examinations and immunizations, are maintained for each enrolled child (Not applicable to day care homes)
4. At least one full-time staff member is currently qualified in first aid, including artificial respiration techniques (Not applicable to day care homes)
5. First aid supplies are available
6. Staff members undergo initial and periodic health assessments

Staff Training

The Institution provides for orientation and ongoing training in child care for all caregivers.

Parental Involvement

Parents are afforded the opportunity to observe their children in day care.

Self-Evaluation

The Institution has established a procedure for periodic self-evaluation on the basis of CACFP child care standards. SDE will review information submitted by Institutions for centers or homes for which licensing is not available in order to establish eligibility for CACFP.

Updating an Approved Packet During a Fiscal Year (FY)

Once the Institution's packet is approved in a Fiscal Year (FY), it can be changed and resubmitted for approval to SDE. Failure to properly request changes may delay the processing of the claim for reimbursement or may result in a reduced reimbursement. All changes must be approved by SDE prior to the changes becoming effective. Common changes that occur during the fiscal year are:

1. Change in Board of Director members
2. Change in key CACFP Institution personnel and contact information
3. Change in MyIdahoCNP User Authorization
4. Change in licensing
5. Change in meals being claimed for reimbursement
6. Adding or dropping a site
7. Change in meal times

Annual Updating and Renewing the Application

CACFP operates on the Federal fiscal year that begins on October 1 and ends September 30. Failure to submit a complete and correct renewal application may result in delay or disruption of reimbursement, or ultimately in termination of the SDE-Institution Permanent Agreement. The deadline for submitting renewal applications for For-profit Institutions is August 15th and for Nonprofit Institutions is August 31st.

The first step in the process to renew an Institution's application is for the Institution to complete a budget workbook for the new fiscal year. Independent Centers and Sponsoring Organizations of Centers budget workbooks are due June 1st. Sponsoring Organizations of Day Care Homes budget workbook is due August 1st. The budget workbooks must be approved by SDE before the Institution may submit their new fiscal year application packet for approval in MyIdahoCNP.

Renewing Institutions are required to review and update all sections of the sponsor application packet for the next fiscal year with the most current information, data and certifications. Please note, information from the previous program year packet will rollover to the next fiscal year when the Institution initiates this process in MyIdahoCNP. This packet includes:

- Sponsor Application
- Civil Rights Information
- Board of Directors

- Sponsor Budget Detail
- Sponsor Management Plan
- Checklist
- Attachment List
- Site or Provider Application(s)

In the management plan the Institution must report whether or not policy or procedures were updated within the past year. If they were not updated the renewing Institution is not required to submit the policy or procedures and they will not be listed on the Institution's checklist. In addition, in the management plan if the Institution states they are using approved SDE forms, the forms the Institution indicated as SDE approved will not be listed on the checklist and required to be submitted to SDE.

Annually the renewing Institution must submit verification that all facilities under its sponsorship have adhered to the training requirements in CACFP regulations per 7 CFR 226.6 (f)(1)(vii). To meet this requirement each sponsoring organizations of centers and day care homes must submit the organizations annual training tracking log and training agenda(s) for the previous program year by October 5. The log and agenda(s) must be attached in MyIdahoCNP new program year application packet on the attachment list. The tracking log must include each facility, each key staff name per facility that completed the training and date training was completed.

SDE will provide assistance to Institutions that have submitted an incomplete application.

Any new or renewing Institution applying for participation in CACFP will be notified via email when their packet is approved. If the packet is not approved by SDE, SDE will notify the Institution within 30 calendar days of receipt of a complete application that the packet was not approved. This notice will be via certified mail and the notice will provide the reasons for disapproval and the right to appeal.

If, during the SDE's review of the Institutions application, a renewing institution or one of its principals is determined to be on the National Disqualified List, the SDE may not approve the application. If a renewing sponsoring organization submits an application on behalf of a facility, and the SDE determines that either the facility or any of its principals is on the National Disqualified List, the SDE may not approve the application. In accordance with 7 CFR 226.6 (k)(3)(vii), the SDE refusal to consider the application is not subject to an administrative review.