

INSTRUCTIONS FOR COMPLETING
PERMANENT ON-LINE AGREEMENT OR SIGNATURE/CERTIFICATION FORM
INSTITUTION INFORMATION SHEET (CACFP-2a)
AND CENTER SPREAD SHEET (CACFP 2b)

READ, USE, AND KEEP THESE INSTRUCTIONS—
DO NOT MAIL THEM TO THE STATE OFFICE

Submit Permanent On-Line Agreement or Signature/Certification Form and Certification for All Institutions. The Permanent On-Line Agreement or Signature/Certification Form must have original signatures in blue ink. Make corrections neatly, and do not use “white out”. Initial all changes.

CACFP-1 Permanent On-line Agreement or Signature/Certification Form

1. Verify or correct the mailing label, if necessary, or enter the name, physical address, mailing address (including zip code), telephone number, fax number and internet address of your institution. The reimbursement warrant and correspondence will be mailed to this address. If your institution is on another Child Nutrition program, the institution address must be the same as listed for the other program(s). Your fax number and internet address are not mandatory.
2. Read this section carefully.
3. If you choose to have an alternate, record the name, home physical mailing address, date of birth, and title of an alternate individual authorized to sign the correspondence or claims for reimbursement. Have this person sign and date in the space provided. **If this person has changed from last year, please make change in OCeaN.**
4. Self-explanatory.
5. Record the name, home physical mailing address, title, and date of birth of the Chief Administrative Office or highest ranking authority, such as Executive Director, Pastor, etc. of your institution. This person should sign and date in the space provided. The Chief Administrative Officer should read the entire document before mailing. If your institution is on another Child Nutrition program, the two people listed in three (3) and five (5) should be the same names as listed for the other program(s). **If this person has changed from last year, please make the change in OCEAN.**
6. **This section is for use by the Office of Child Nutrition only.** Upon approval, the Director of Child Nutrition will sign your agreement and approval letter. A copy of the entire document will be returned to you for your file. The program specialist will add your organization’s vendor number and their own identification number to this page.

Certification for All Institutions

Please read the statements to which you are certifying you will adhere. On number 3, list the publicly funded programs in which your institution and your principal officers have participated during the past seven years. Both the Chief Executive Officer and Alternate Parson will sign this certification. Be sure to write in your institution's name on the lower left corner. An answer on number 3 will likely mean you must answer "Yes" to CACFP-2a, number 6 A, give a dollar amount of funding on 6 B, and give an amount of funding in OCEAN.

If you need our office to enter your data in OCEAN, then submit one copy of the CACFP-2a, the Institution Information Sheet, and one copy of the CACFP 2b, the Center Spread Sheet, to the State Agency. Type or print clearly all information. Make corrections neatly, and do not use "white out". Initial all changes.
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CACFP 2a Institution Information Sheet
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1. Enter the institution name. Record the name and title of a person the State Agency can contact. List this person's telephone number.
2. Indicate by YES or NO whether or not you charge children/enrollees for their meals. (If you charge children, you will use the Pricing Meal Application.)
3. Place a check in the box by each month you will operate and file a claim for reimbursement.
4.
 - A. Record daily beginning and ending hours of operation of your office.
 - B. List specific calendar dates center(s)/office will be closed. Do not list Holiday Names only (like Christmas), list actual dates (like Dec. 25).
5. Institutions should list administrative positions which will be fully or partially paid from CACFP funds.
 - A. List title of administrative position. The Cook is not administrative.
 - B. List specific CACFP administrative duties that will be performed.
 - C. Record number of hours per day the employee will work on CACFP duties.
Example: Director spends 1/2 hour per day on CACFP duties.
 - D. Record number of days per month the employee will work on CACFP duties.
Example: Director spends 3 days per month on CACFP duties.

- E. Record the **total number of hours per month** the employee will spend on CACFP duties **AND** all other program duties. *Example: Director works 40 hours per week Do not include overtime.*
6. Indicate if your organization receives other federal funds, such as Title XX funds, TANF, Head Start funds, SSBG or CCDGB funding, etc. If yes, list the amount in item B. Public schools and public organizations check N/A. Also list the source of federal funds.
 7. If \$500,000 or more is received annually from USDA (CACFP) and other federal sources, the sponsor is required to have an organization wide audit (OWA).

OMB Circular A-128 requires that all public institutions obtain an OWA annually. OMB Circular A-133 requires all private non-profit and for-profit institutions to obtain an OWA at least every two years. Head Starts may secure their own audits and submit a paid invoice for reimbursement of the CACFP portion of the audit. Institutions which earn under \$500,000 in total federal funds are not required to secure an audit. Written permission must be secured by organizations other than Head Starts to have their own audit performed. List the dates the current audit covers.
 8. Indicate if any employees or board members have participated in any Child Nutrition program or other “publicly funded” program that has been declared Seriously deficient or terminated. If the answer is yes, identify that person.
 9. Enter scheduled training topics and dates. You can train administrative staff and food service staff at the same time on topics that are necessary to both, or you can train them at separate times on different topics. We have assigned the first training topic for 9A and 9B, but you must give the date. Official training must be documented with an agenda, date, and a sign-in sheet of person(s) attending training.
 10. Self-explanatory. One center programs can put N/A.
 11. Civil Rights Data. Please explain.

Complete the budget for your institution. **Reminder: You must report all costs that apply/relate to operating your food service program.** Indicate from which funds costs will be paid. Expenditures during the coming program year must follow the categories and amounts approved. We encourage you to spend at least 50% of the total budget on food purchases. Your organization must divide the budget as you plan to expend the funds. **You may only spend funds based on your approved budget.** The first step in the budget process is to complete the worksheets on pages 4, 5, 6, and 7. Totals should then be transferred to page 3.

ADMINISTRATIVE BUDGET

The maximum amount of the Administrative Budget is 15% of the Operating Budget.

A. Administrative Labor

Prior Approval is Required.

Administrative Labor is for those who review the child care center(s) to assure that the menu book is planned two weeks in advance, that food has been purchased to feed the planned menus, that meals are served on time, that the planned menu is what is served, that the menu book is completed after the meal is served, **that the menu book stays in the center**, that meal count is completed as children are served their meal. The administrator could be the person who verifies that meal applications are correct and match the categories on the master roster. Administrative staff could be the individual who trains those on the operational staff. There must be job descriptions for the administrative staff who will be paid from the CACFP funds.

Specific Prior Written Approval is Required.

Overtime Pay and Holiday Pay (working on a recognized Federal or State Holiday) require Specific Prior Written Approval before they can be added as line items. These items must be mentioned in the Compensation Plan.

B. Printing, Reproduction, Publishing

This includes equipment for reproduction and supplies for printing.

C. Travel (Food, Housing, Mileage)

Travel must be included in your compensation plan.

D. Other B. Printing, Reproduction, Publishing

If Contractual Services is a selected line item, a copy of the contract for this item must be submitted to the State Agency.

E. Utilities

Specific Prior Written Approval is Required

Specific Prior Written Approval is required if a Cell Phone is a selected line item. All other items must submit a prorated plan for approval.

F. Rental – Office Space

A copy of the agreement for office space must be submitted.

G. Rental – Office Equipment

A copy of the agreement for office equipment must be submitted.

H. Supplies

Follow the Simplified Bookkeeping System Guidelines when purchasing Small Office Equipment. Federal Guidelines require written price quotes be used to aid in selecting the lowest and best buy for any item purchased with CACFP funds.

The line item totals and the Grand Total of Lines A thru I for the Administrative Budget are transferred to page 3 Line J.

OPERATIONAL BUDGET

The main concept of the Child and Adult Care Food Program is FOOD FIRST. This program was developed primarily to provide children with a nutritious meal. Purchasing food should be the main concern.

A. Food (FOOD FIRST)

Prior approval is not needed for food purchases.

Food Cost for the CACFP is food purchased to feed children the menus you plan, serve, and record. We recommend that you spend at least 50% of your reimbursement on food but your entire reimbursement (100%) can be used for purchasing food.

Price comparisons on food costs shall be completed twice a year to help you get the best/lowest buys on the food items you purchase. These forms are in the Simplified Bookkeeping System.

Correct components and quantities shall be served. Food shall be purchased with checks from the CACFP food account. Even when you use another method (a check from the Center Account or cash) to purchase your food, still all food purchases shall be documented with itemized receipts kept on file. Itemized means each item listed with the name of the item and cost on the grocery store receipt.

Food, whether cooked or not cooked, cannot be taken home. CACFP organizations are not exempt from sales taxes on food purchases just because they have received 501C3 tax exempt status from IRS. Your organization must have a letter or documentation from the State Tax Commission stating you are exempt from State sales tax.

B. Food Service Labor (Cooks, Assistants, FICA Match) (FOOD FIRST)

Prior approval is required.

You must buy food first before you consider requesting this line item. A cook cannot be a contractual worker; they are hourly or salary employees. Operating labor includes people who prepare and serve meals to participants. This is usually the cook and persons who plan the menus, purchase the food, help prepare and serve the meals, and clean up the kitchen and dining area. To claim this item your organization must have a written **Compensation Policy** which contains **job descriptions** for each staff person paid with Child Nutrition funds. Federal and State labor laws must be adhered to as required.

Categories for Food Service Labor would include the following:

Salaries and wages along with the Social Security (FICA) match
 Unemployment Tax
 Worker's Compensation
 Overtime Pay (must have Specific Prior Written Approval)
 Holiday Pay (must have Specific Prior Written Approval). The definition of Holiday Pay
 is working on a recognized Federal or State Holiday.
 Insurance (indicate the type of insurance)
 Retirement

The following records must be kept:

Time Card
 Earnings Statement
 Transfer Form (the most errors are found here)
 941 and W-2 for proof of Taxes paid
 Copies of cancelled checks

All salaries must be paid in the period earned. There can be no retroactive payment of salaries.

C. Supplies (Food Service Related Only) (FOOD FIRST)

Items in this category are small tools need to process and serve food, such as spatulas, paring knives, and scoops; small wares, such as measuring spoons and tumblers; chemical cleaning supplies; and disposables, such as, napkins, paper plates, disposable eating utensils, trash can liners, and paper towels.

Other supplies that are not food service related would be requested under the line item "Other" in the Administrative Budget.

D. Equipment (FOOD FIRST)

Prior approval is required.

The three line items listed under equipment are the following:

General Equipment Maintenance
 Equipment over \$500
 Equipment under \$500

You can place an amount in your budget for General Equipment Maintenance/Repair.

Food service equipment over \$500 is not an item you can include on your budget at the beginning of a program year. There are two ways that you can purchase equipment that has a cost over \$500 with CACFP funds. These requirements apply to all organizations, including other State Agencies. You must (shall) have our approval before purchasing equipment over \$500 from the food account.

The first way occurs when the State Agency reviews your program and looks at the balance in your CACFP checking account. We must verify that your food expenditures are covered, you have good menus, are keeping accurate required records and have a positive balance in the CACFP checking account that would allow you to have funds to purchase needed equipment without jeopardizing your future food purchases. Our office may make recommendations that some of the funds be used for equipment that is needed for your food service. An amendment must be made to your budget. The steps to take in making the amendment and pricing equipment are covered in your Simplified Bookkeeping System in the section on Purchasing. (You need prior written approval before purchasing equipment.)

Definition: Positive fund balance means that the amount of money in the CACFP checking account or CACFP fund account after reimbursement has been received from the CACFP and all bills and obligations have been paid.

The second occasion when you might be allowed to amend your budget and purchase equipment over \$500 could be when you have a piece of large food service equipment that quits working and becomes not operable. Because of the equipment's age and cost of repairs you may decide to replace it with a new piece of equipment. You can call our office and write/fax and follow the steps given in Purchasing Equipment in the section on Purchasing. (You need specific prior written approval before purchasing equipment.)

Equipment under \$500 is handled slightly differently. You follow all the steps in the Simplified Bookkeeping System except you do not mail the two written quotes on letterhead signed and dated and your current food account bank statement to our office. You follow all steps except mailing everything to our office. All we will need is for you to amend your budget for this line item. Of course, the amount you amend will be under \$500.

E. Other

Prior approval is required.

All "Other" costs must be itemized. Examples of common "Other" costs include CACFP checking account service charges, pest control, garbage collection, utilities. Pest control, garbage collection, utilities, and audits or Financial Report costs are line items that must be prorated.

Proration plans must be submitted with your CACFP contract and approved to claim these line items.

Less common "Other" expenses include: CACFP meetings and conference, travel, printing and reproduction, and repayment to the State Agency.

The line item totals and the Grand Total of Lines A thru E for the Operational Budget are transferred to page 3 Line F. The last step is to add Line J (Total Administrative Budget) and Line F (Total Operational Budget) and place these totals in the Total line item in 13.

CACFP 2b Center Spread Sheet

Page 1

1. Lines are numbered. Be sure that the data for center 1 on page 2 relates to the center listed as number 1 on page 1. List centers in alphabetical order, not by area.
2. Enter the name and physical location address of each center. Address must be the same as on the center license from the Health Department. If the license has a Post Office Box number on it, put the Post Office Box number and physical address on the spreadsheet. If the new license shows a different address than shown on the spread sheet, send a copy of new license. The address in Ocean must match the address on the license and food service permit.
3. Enter the county in which center is located.
4. Enter name of person who could be contacted at the feeding site and the telephone number.
5. Enter the type of center, such as Childcare Center (CCC), Outside School Hours Center (OSHC), Head Start Center (HS), Adult Day Care Center (ADC), Title XX Center, or Proprietary For Profit (F/Rd) Center.
6. List daily beginning and ending hours of operation at the center.
7. List beginning and ending time for each meal type served. At least 2½ hours must elapse between the beginning time of one meal and the beginning time of the next meal. For example: if breakfast begins at 8:00, then the next meal cannot begin before 10:30. Also, a supper meal cannot begin p.m.

CACFP can reimburse for only 2 (two) meals and 1 (one) supplement or 2 (two) supplements and 1 (one) meal to each enrollee in care. This includes child care centers and Head Start Centers that also operate an Outside School Hours Center (OSHC) or the CACFP After School Care Program. Copies of sign-in, sign-out sheets for the most recent two-week periods must be included if requesting a fourth meal type for a second shift of children, or a second shift of children for the snack causes the center to go over license capacity. You must request permission for a second shift of children by completing the form entitled "Center Information."

8. Enter expiration date and capacity of licenses. SUBMIT COPY OF CURRENT LICENSES AND FOOD SERVICE PERMITS FOR ALL CHIDCARE CENTERS. Licenses for Adult Day Care Centers are not required; however, you must submit a copy of the current fire marshal inspection or agency approval and food service permit if the food is prepared on site. Licenses must be current for your application to be approved or it may be approved just for the centers with a current license. The license must be current through October 31 of the current year, for the site to be initially approved. If the license is provisional, we will only approve days to operate through the date the license states. It is the organization's responsibility to request inspections from the Health Department to get licenses and permits issued timely and to mail copies to the State Agency.
9. List age range of enrollees. Range means youngest age to oldest age.

Page 2

10. Follow center numbers as in Column 1.
11. If meals are contracted, list name of food management company, school or other source. Submit a copy of the two-page contract entitled “Agreement for Food Services” if a school or other child care center on CACFP. If another source is used contact the State Agency.
12. Answer only if the center(s) is not an integral part of the sponsoring organization. A center is an integral part of an organization when the organization hires, fires, and pays the employees of the center, provides the center with a site through purchase or rental, purchases supplies and food for the center and makes all management decisions.

If applicable, enter one of the following: Private Non-Profit, Public or For Profit. If the center is private non-profit, submit a copy of:

- (A) a tax-exempt letter from IRS for the center, and
- (B) a copy of the signed agreement between the sponsor and the center.

Be aware that a For-Profit Institution cannot sponsor a Non-Profit Center, nor can it sponsor a For-Profit Center that is not an integral part of the institution (is legally distinct from the organization).

13. Enter food service personnel position(s) and number of hours worked daily.
14. **List the actual number of enrollees by racial group at each center. Name the ethnic group in the other column. Head Start institutions are reminded to count all children at each center – count Head Start children and paid child care children.**
A=Asian AI or AN=American Indian or Alaska Native W=White
NH or OPI- Native Hawaiian or Other Pacific Islander B or AA= Black or African American O-Other

PAGE 3

15. Follow center numbers as in Column 1.
16. **List the actual number of enrollees by ethnic group at each center. Name the ethnic group in the other column. Head Start institutions are reminded to count all children at each center – count Head Start children and paid child care children.**
H or L= Hispanic or Latino NH or NL= Not Hispanic or Not Latino
17. NOTE: Single center programs should put N/A for this question. List month and year for monitoring food service operations at sites under sponsoring organizations. Centers must be reviewed at least three times a year, including one review during the first six weeks of CACFP operations. This first six weeks review applies to new centers and to centers which are closed for the summer. These reviews cannot be more than six months apart. Outside School Hours centers must be reviewed 2 (two) times a year, if sponsored by a

school on the school lunch program, and 6 (six) times a year if sponsored by other organizations.

Institutions which are required to review their centers three times a year, must perform two unannounced reviews and observe a meal during all three reviews.

REQUIREMENTS FOR CACFP AFTER SCHOOL CARE PROGRAM

Eligible Programs and Sites

To be eligible to qualify for reimbursement, CACFP After School Care Programs must meet the following criteria:

1. After School Care Programs must be operated by a public or private nonprofit organization or for-profit organization. Sites must be located in an area served by an elementary school in which at least 50% of the enrolled children are approved eligible for free or reduced price meals. All sites in the CACFP serving children 13 years of age or older must be area eligible. There is no provision for individualized means testing (meal applications cannot be used).
2. The State Department of Health Child Care Licensure does not license facilities for children over 13 years of age. If you care for this age child, the requirement is that these children should not be comingled with the younger ones (from birth through 12). **The older children must be housed in an area not originally counted in the square footage for the day care children.** If you elect to participate in the After School Care Program, we would like to receive a letter from the Licensure Department stating that they approve your plan/facilities to separate the older children from the younger children. Otherwise, we will observe where the older children are housed when we visit you.
3. The program's basic purpose is to provide after school care.
4. Programs must include educational or enrichment activities in organized, structured, and supervised environments.

5. There must be a means of determining which children are present on a given day, such as a roster, sign-in sheet, or roll book.
6. Organized athletic programs are not eligible. Programs may include any extracurricular activities only if the program's basic purpose is to provide after school care.
7. Day care homes may not qualify as after school care sites.

Reimbursement

1. Organizations may claim reimbursement for one snack, per child, per day. Children are eligible to participate through age 18, through age 19 if the student's birthday occurs during the school year, and for students regardless of age, who are determined to be mentally or physically disabled.
2. Sites, operating in areas served by an elementary school in which at least 50 percent of the enrolled children are approved eligible for free or reduced price meals, are eligible to receive reimbursement at the free rate for snacks served to all children, regardless of each individual child's eligibility for free or reduced price meals. Documentation of children's attendance must be kept on a daily basis.
3. Sites can be determined to be area eligible based on the current October Elementary School Free/Reduced School Data as issued by the Office of Child Nutrition.
4. Sites, which are in areas served by an elementary school in which less than 50 percent of the enrolled children are approved eligible for free or reduced meals, may not participate in this program. These sites may be eligible for another CACFP program.

Times of Operation

This change in the Federal Regulations applies only to programs that provide care for children after their school day has ended. Snacks cannot be reimbursed for programs operated before or during the child's school day. CACFP After School Snacks served on weekends, holidays, or vacation periods during the

regular school year are eligible for reimbursement. CACFP After School Snacks may not be reimbursed during the summer.

Content of Meals

Snacks served must meet the meal pattern for snacks set forth in 7CFR 226.20 © (4). Portions for children ages 13 through 18 shall be no less than the portions stipulated for children ages 6 through 12, but larger portions are recommended. (See the CACFP Menu Book.)

Record Keeping

1. There must be on file documentation that the site is located in an area served by an elementary school in which at least 50% of the students qualify for free or reduced price meals.
2. Meal counts are the total number of children receiving snacks.
3. Documentation of individual children's attendance must be kept on a daily basis.
4. Documentation of compliance with meal pattern requirements must be kept in the Menu Book.
5. The CACFP Sponsor must review the program six times annually. The first date of review must be within the first four weeks of operation. School sponsors will review the program twice.