



Child and Adult Care Food Program (CACFP) New Sponsor Enrollment Checklist

Sponsor Name: _____ Program Year: _____

Part I: All forms must be completed, submitted, and approved as part of enrollment in CACFP

- 1 Permanent Agreement
- 2 Pre-Award Civil Rights Questionnaire
- 3 Purchase of Care Contractor Statement (For-Profit Only)
- 4 Purchase of Care Site Statement (current)
- 5 Sample Menu (1 week)
- 6 Non-Pricing Policy Statement -OR- Pricing Policy Statement
- 7 Outside Employment Policy Statement
- 8 Description of Staff (include Administrative Experience & CACFP Program Responsibilities)
- 9 Description of Need and Recruitment
- 10 Bank Statements (2 months)
- 11 DUNS Number
- 12 DE Business License
- 13 Child Care License (if applicable)
- 14 Adult Care License (if applicable)
- 15 Copy of OCCL Approval Letter (includes approved meal types)
- 16 Copy of OCCL Narrative Plan Review
- 17 Copy of 501 (c) 3 Nonprofit Status Letter (if applicable)
- 18 Center Handbook or Outreach Material
- 19 Written Procurement Plan - Template
- 20 Vendor Enrollment Form (link) <https://accounting.delaware.gov/suppliers/>
(must be completed online - do not submit a hard copy or canceled check)

Part II: Completion of Application Packet in DE Nutrition Accountability/Reporting System (DENARS)

- 1 Annual Audit Status Certification Form
- 2 Application Packet - Center Sponsor
 - a. Sponsor Application
 - b. Financial Information
 - c. Non-Discrimination Policies
 - d. Board Members or Owner Information
 - e. Sponsor Budget
 - f. Sponsor Budget Compensation Plan for Labor Costs (non-electronic)
 - g. Management Plan (Sponsoring Organizations Only)
- 3 Center Application
 - a. License/Registration
 - b. Contacts
 - c. Hours/Meals
 - d. Ethnic/Racial
 - e. Certification

Part III: Procurement from Vendor (if applicable)

- 1 Copy of Solicitation of Invitation for Bid (IFB)
- 2 Copy of Bid Advertisement
- 3 Copy of Signed Contract
- 4 Copy of Quotation Solicitation Sheet (if applicable)
- 5 Sample Menu (2 weeks)
- 6 Copy of Delaware business license of successful bidder

Part IV: Participation (past/present) in other USDA Child Nutrition Programs

- Summer Food Service Program Dates: _____
- School Nutrition Program Dates: _____
- Special Milk Program Dates: _____

Approval Letter sent: _____

DENARS Reviewed/Approved by:

Revised: CACFP 10/14; 7/16; 12/16; 1/19; 9/19