

**Frank Edelblut Christine Brennan**

 Commissioner Deputy Commissioner

## STATE OF NEW HAMPSHIRE

**DEPARTMENT OF EDUCATION**

**25 Hall Street**

**Concord, N.H. 03301**

**TEL 603-271-3495**

**FAX 603-271-1953**

**Child & Adult Care Food Program - On-line Application Checklist**

[**https://www.education.nh.gov/who-we-are/division-of-learner-support/bureau-of-student-wellness/office-of-nutritional-services/child-adult-care-food**](https://www.education.nh.gov/who-we-are/division-of-learner-support/bureau-of-student-wellness/office-of-nutritional-services/child-adult-care-food)

The following attachments must be completed in order for you to have an approved CACFP application packet on file with the Office of Nutrition Program and Services. Once there is an approved on-line application packet with the Office, you will be eligible to complete your monthly claim reimbursements.

 **Must be completed by ALL Entities unless otherwise instructed:**

[ ]  Alternate Approval Application for Child Care Centers or Family Day Care Home – attach if applicable

[ ]  Alternate Approval Application for Outside School Hours Child Care – attach if applicable

[ ]  Announced/Unannounced Monitor Review Visit Schedule - must attach yearly

[ ]  Application Signature Page – must attach yearly

[ ]  At-Risk NSLP-CACFP Application Attachment U – Suppers attach if applicable

[ ]  At-Risk NSLP-CACFP Application Attachment D – Snacks attach if applicable

[ ]  At-Risk Monitoring Attestation attach if applicable

[ ]  Board of Directors List – New Form

[ ]  Board of Directors Letter – announcing CACFP

[ ]  CACFP Management Plan – must attach yearly

[ ]  Chair/Executive Director/Owner’s Form (Executive Director must be attached yearly)

[ ]  Civil Rights Approval Questionnaire must be filled out and attached yearly with application.

[ ]  Current Facility License – must filled out and attached yearly with application.

[ ]  Description Changes & Publicly Funded Programs - must filled out and included yearly with application.

[ ]  Food Service Management Company (FSMC) Form Attachment H if applicable

[ ]  Free & Reduced Policy Statement – Non-Pricing Program (New Sponsor Organization)

[ ]  Free & Reduced Policy Statement – Pricing Program (New Sponsor Organization)

[ ]  Grassroots Sponsors Letter – submit if not in your Management Plan

[ ]  Outside Employment – (New Sponsors Organization)

[ ]  Permanent Agreement (New One needed for FY 2024)

[ ]  Principal Forms (Executive Director every year and any new Board Members) must attach yearly

[ ]  Program Marketing Expansion Plan – for all Sponsoring Organizations must attach yearly

[ ]  Procurement and Code of Conduct Policy & Procedures must attach yearly

[ ]  Public Release – Non-Pricing Program must attach yearly if applicable

[ ]  Public Release – Pricing Program must attach yearly if applicable

[ ]  Public Release – Family Day Care Home (FDCH) must attach yearly if applicable

[ ]  Sample Letter – Approval of Free or Reduced Price Meals

[ ]  Sample Letter – Denial of Free or Reduced Price Meals

[ ]  Unaffiliated CACFP Application & Agreement – For NEW ONLY

[ ]  Viability, Capability, Accountability Questionnaire (must be fill out be everyone) must attach yearly

**Administrative Budget Worksheets for all Facilities:**

[ ]  B – Mileage, Meals & Lodging Allowance

[ ]  C - Office Supplies

[ ]  D - Printing

[ ]  E - Office Equipment

[ ]  H - Telephone

[ ]  K - Consultant Services

[ ]  M - FDCH Provider/Center Training

[ ]  N - Sponsor/Center Staff Training and Development

[ ]  O - Insurance

[ ]  P - Advertising and Public Relations Costs

[ ]  Q - Licensing Costs

[ ]  R - Membership, Subscriptions and Professional Organization Activities

[ ]  S - Indirect Costs

[ ]  T - Miscellaneous Costs

[ ]  W - Unaffiliated CCC-FDCH Budget Sheet

***All attachments must be downloaded on your local drive, completed, saved, scanned, and uploaded into the MyNHDOE computer system under Attachments.*** [***https://my.doe.nh.gov/myNHDOE/Login/Login.aspx***](https://my.doe.nh.gov/myNHDOE/Login/Login.aspx)

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