

## Existing CACFP At-Risk Providers

On-Line Documents	COMPLETED		COMMENTS
	YES	NO	
Application for Participation – CFS2113			*Budget
Application for Participation – SNP5			
Funds Received – SNP4			*All State and Federal funds
Meal Policy Statement – FRPS1			
Pre-Award Compliance review – SNP6			
Public Release Verification – SNP7			*Please upload a copy of Press Release into SNP site
CACFP Agreement CASA2			
Officers and Employees – SNP3			
Adult Questionnaire – APQ1			
Application Questionnaire – AQ1			
Disclosure of Lobbying Activities - SFLLL			

Paper Documents [Upload Documents]	YES	NO	COMMENTS
Food Service Contract (if applicable)			*Pages three (3) & four (4) of the Executive Order Disclosure Form must be filled out in their entirety by the Food Management company
W-9 Taxpayer ID Certification			*Only if changes occurred
IRS Tax Exempt Letter (Non-Profits Only)			
Direct Deposit			*Only if changes occurred
Articles of Incorporation			
Most recent IRS Tax Form (990, 941 and/or equivalent within last year) first page and signature page) and documentation of last 2 quarters of payroll taxes paid			
Executive Order Disclosure Form			*Pages one (1) & two (2) must be filled out in their entirety by the provider
Board Meeting Minutes			*MUST include Board Approval
ADH Food Establishment Inspection Report (2 pages) & Permit *Upload for each site annually			
Notice of Action *For each site; email to ADH and upload into SNP site			
Not on NDL, DHS, or HNP Exclusion List			Application Coordinator will verify
Area Eligibility- Please identify on SNP5 Section 3B- Directions Box			
Contracts			
2022 Cost Allocation Addendum – Food Related Supplies located in CFS2113 Part B2			
City Fire Inspection *Upload for each site annually			

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Site Agreements- <b>if applicable</b> <b>*Upload for each site annually</b>			
Pre-Op visit must be completed for new sites ONLY			<b>Application Coordinator will verify</b>
Civil Rights Complaint Procedure Form			*Keep a copy in the file and upload a copy into SNP site
HNU Training Requirements Acknowledgement Addendum			*Must be completed annually. Sign, date, and upload into SNP site

Training Status	YES	NO	COMMENTS
CACFP <b>At- Risk</b> Refresher Training ( <b>existing</b> )			Please upload CACFP Refresher Certificate
ServSafe Food Manager Certification OR Arkansas Department of Health Training ( <b>ONLY if SERV-SAFE is not available</b> )			ServSafe OR ADH Training Certificate must be uploaded into the SNP site Effective January 2021

### **Application Coordinators:**

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