

The following information is needed to assist with completing the “Sponsor Application” in CNPweb:

Sponsor’s mailing and Street Address

Authorized Representative (Individual who will be signing off on the claim in CNPweb)

Name, title, email, phone number, cell number, and date of birth

Food Program Coordinator (Food Service Director/Manager)

Name, title, email, phone number, cell number, and date of birth

Financial Office Contact (Business Manager)

Name, title, email, phone number, cell number, and date of birth

Claim Contact (Individual who will be submitting claim in CNPweb)

Name, title, email, phone number, cell number, and date of birth

Board Chair Contact (Board Chair of School Board)

Name, title, email, phone number, cell number, and date of birth

District Financial Information

District’s fiscal year?

Does the District expend \$750,000 or more in Federal awards from all sources during the fiscal year above? (Ex: Title I, NSLP, SFSP, FFVP, CACFP, ASSP?)

If Yes, (which is yes for most school districts in Maine) the district must provide the date the audit report for the fiscal year stated above was sent to the Federal Audit Clearing House **AND** a URL to the report that is accessible by State Auditors to view. (This could be a link to the district webpage where the audit report is available.)

If the audit has not been completed for the fiscal year stated above, please provide the date the report will be submitted.

The following information is needed to assist with completing the “Site Application” in CNPweb:

Site’s mailing and street address

Enrollment Information-

Max Site Capacity – will be the free enrollment number

At-Risk Qualifying School Information: Name, F/R Eligibility %, Eligibility year

CACFP Contact Person (for the specific site)

Name, title, email, phone number, cell number, and date of birth

School Principal

Name, date of birth

Is the site licensed as a child care?

If, No- the District will be requesting alternate approval by providing the date of the most recent sanitation and fire inspections, as well as the site capacity. *A Health and Safety Checklist Form must be completed for each site and uploaded on the checklist tab prior to site approval*****

Is the site a legal entity of the District?

If No, the District must complete a Unaffiliated Center Agreement (located on the checklist tab) with the site p

Enrichment Activities

An Afterschool education/enrichment activity that is open to all, is a requirement to participate in CACFP At Risk Afterschool. What does “open to all” mean? Education/enrichment activities that do not limit membership for reasons other than space or security, or where applicable, licensing requirements. Competitive Sports leagues with tryouts/cuts are not considered “open to all”.

District will be required to list all “open to all” enrichment activities available. Program activities listed must not include organized athletic programs engaged in interscholastic or community-level competitive sports.

Meal Service:

Meal type, meal preparation, shift, times, days

Note:

The Child and Adult Care Food Program (CACFP) is highly regulated due to high amounts of past fraud. To ensure the integrity of the program, any individuals listed in the CACFP Application are required to be checked on the National Disqualified List (NDL). There are often duplicate names, birthdates are a tool for the state agency to use to verify the individual listed in the application is not the same individual listed on the NDL. For more information see USDA Memo Code: CACFP 14-2012.