FY24 Annual CACFP Certification Checklist

INDEPENDENT and SPONSORING ORGANIZATIONS OF CENTERS

Greetings Partners,

It's that time of year again for the Annual CACFP Certification. The FY24 (October 1, 2023 through September 31, 2024) Annual Certification will open for enrollment on September 1, 2023 in CHAAMPS. Please see below for guidance and deadlines.

Organizations are eligible to begin claiming for FY24 reimbursement once an approved application packet is on file for the fiscal year. Claims for reimbursement must be submitted within 60 calendar days of the last day of the claim month regardless of when the application packet is approved to be considered on time. Please note that VDH has 30 days to approve a complete and accurate application submission. This means if your application is incomplete or inaccurate, the application will be returned and will restart that 30-day clock.

The information below will assist in completing the Annual Certification. The information contained in this checklist can be found on our website at https://www.vdh.virginia.gov/child-and-adult-care-food-program/annual-certification/ and in the "Download Forms" section of CHAAMPS. If you need assistance or have any questions, please do not hesitate to contact your assigned SNP Specialist or the Helpdesk at (877) 618-7282.

Please visit our website at https://www.vdh.virginia.gov/child-and-adult-care-food-program/annual- certification/ for Frequently Asked Questions regarding the FY24 Annual Certification. To access your CHAAMPS application please visit https://apps.vdh.virginia.gov/chaamps/Splash.aspx.

Prior to enrolling in FY24 please complete the following:
- ❏ If the current FY23 application is not in approved status, submit the application for State agency approval. It is important to note that any pending unapproved items in the previous year's application will not roll forward.
- ❏ Ensure at least one RPI from the organization has met the annual training requirement.
- ❏ Ensure all responsible principals/individuals (RPIs) that require CHAAMPS access have completed the online access form linked below. Confirm their access has been approved by their direct supervisor and/or VDH.
  - ❏ CHAAMPS Access Form: https://redcap.vdh.virginia.gov/redcap/surveys/?s=RAMWWM44ED

FY24 Application Packet
Please note, the State agency may request additional documentation. If there are changes to any Program documentation not included in this list (e.g. W-9, Outside Employment Policy, etc.), it is the responsibility of the sponsor to submit the up-to-date documentation and notify the State agency when changes occur. This checklist is a general guideline for the completion and submission of the FY24 Annual Certification Application Packet. Sections that roll over as approved should still be reviewed for accuracy and updated by the sponsor.

- ❏ **Complete Sponsor Certification upon enrollment in the FY24 Application Packet**
- ❏ **Sponsor Application**

- ❏ Correct physical and mailing addresses.
- ❏ Current and accurate contact information.
- ❏ Current and accurate Ethnicity Data:
  - ❏ Question 32. Click link to US Census > Explore Data > Explore Data Main > Go to Quick Facts > Search for the zip code or area the institution is located > From generated table, review information located under "Race and Hispanic Origin"
  - ❏ Question 33. This information is based on the race and ethnicity data of the currently enrolled participants. These values should correspond with the number of current enrolled participants in the Site Application(s).
- ❏ Current Racial Data:
  - ❏ Question 34. Click link to US Census > Explore Data > Explore Data Main > Go to Quick Facts > Search for the zip code or area the institution is located > From generated table, review information located under "Race and Hispanic Origin"
  - ❏ Question 35. This information is based on the race and ethnicity data of currently enrolled participants. These values should correspond with the number of currently enrolled participants in the Site Application(s).
  - ❏ Question 36. Applicable to all participating organizations.
- ❏ General Questions:
  - ❏ Question 37. Refers to the Single Audit also known as A-133 (If expended over $750,000.00 in federal awards in the previous year, can be uploaded under Attachment List or Annual Audits section).
  - ❏ Question 38. If an independent organization, it is acceptable to answer "no".
- ❏ Certifications:
  - ❏ Question 46, 1. Please ensure the list of publicly funded programs the organization participates in is current, on organization letterhead, and uploaded in the Checklist Items.

- ❏ **Board of Directors/Principals**
  - ❏ Review and update as necessary.

- ❏ **Sponsor Budget Detail**
  - ❏ Detail projected costs to operate the CACFP for the coming fiscal year.
    - ❏ Budget narratives
    - ❏ Cost allocation plans
    - ❏ Supporting documentation for costs outside of direct meal cost and salaries (contracts, invoices, bills, bank statements, etc.)
    - ❏ Specific Prior Written Approval (as applicable)
    - ❏ Indirect Cost Rate (as applicable)
  - ❏ For sponsoring organizations of multiple sites, ensure that all staff performing monitoring duties are included in the administrative CACFP expenditures.

- ❏ **Checklist Summary**
  Items that do not require additional action unless there are changes to the documentation on file are noted as such. It is the responsibility of the sponsor to ensure the documentation on file is correct and current. Documentation that is required for submission is either located in the Download Forms section of CHAAMPS, or is the responsibility of the sponsoring organization to construct. Whether or not action is required, ensure all items are marked as "Submitted to VDH".

❏ **Sponsor Level**
  ❏ Training Certification (CACFP-034)
  ❏ Sample Public Release (VDH is issuing a statewide media release, no action necessary if not rolled over as approved – check as "submitted to VDH".)
  ❏ List of Publicly Funded Programs (may pull forward as approved, sponsor to upload current list if applicable)
  ❏ Outside Employment Policy (no action required unless changes to documentation on file)
  ❏ Media Release (no action necessary – check as "submitted to VDH")
  ❏ Board of Directors – Meeting Minutes (Only required for non-profit organizations. Upload most recent Meeting Minutes in which CACFP was discussed.)
❏ **Site Level (no action required unless expired)**
  ❏ Current License
  ❏ Signed Vendor Agreement-for subsidy only sites, and/or
    ❏ For applicable subsidy-only centers, ensure that all monitoring documentation as required by CACFP-049 is uploaded.
  ❏ Fire and Health or Occupancy permits
  ❏ Updated Vended Meal Contract dates (if applicable)

❏ **Application Packet Notes**
  ❏ In the event the initial submission is returned for corrections by the State agency, required corrective actions will be noted here. Additionally, communication regarding application and waiver approvals is noted here as well.

❏ **Attachment List**
  ❏ Upload Bright Track's Certification of Completion for the FY23/24 Annual Sponsor Training for Responsible Principals/Individuals (RPI).
  ❏ Upload any relevant documents that support the Application Packet.
  ❏ If applicable, upload a subsidy provider monthly submission list.

❏ **Site Application(s)**
  ❏ Review and verify the information on the site application(s) as current and up to date.

❏ **Submit for approval**

This institution is an equal opportunity provider.