



INDEPENDENT and SPONSORING ORGANIZATIONS OF CENTERS

FY26 Annual Certification Checklist

Greetings Partners,

It's that time of year again for the Annual Certification. The FY26 (October 1, 2025, through September 31, 2026) Annual Certification will open for enrollment on August 15, 2025, in CHAAMPS. Please see below for guidance and deadlines.

The FY26 Application Packet must be submitted for approval within CHAAMPS by October 31, 2025, to be eligible to claim for October 2025, upon approval. FY26 Application Packets submitted after this date will be considered eligible to claim reimbursement, depending on the month of submission. Please note, 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. **Regardless of an Application Packet's approval date, it is the responsibility of the Program Operator to ensure eligible claims are filed no later than the 60-calendar day deadline.**

The information below will assist you 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 email the CACFP mailbox at cacfp@vdh.virginia.gov.

Prior to enrolling in FY26 please complete the following:

- If the current FY25 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>

FY26 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 FY26 Annual Certification Application Packet. Sections that roll over as approved should still be reviewed for accuracy and updated by the sponsor.

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Complete Sponsor Certification upon enrollment in the FY26 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).

★ Note: In accordance with USDA's updated guidance on FNS-113, visual observation is not an acceptable method in obtaining race and ethnicity data of CACFP participants. Whether a Program Operator chooses to request this participant's information directly through self-identification or an approved alternative data source (e.g. school records), a participant's choice to not provide this information does not impact their eligibility in the CACFP. At this time there are no options within CHAAMPS to report "elected not to report" data, therefore these values may not be exact to the enrollment total(s) reflected in the site application(s).

- Current and accurate 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 the currently enrolled participants. These values should correspond with the number of current enrolled participants in the Site Application(s).

★ Note: In accordance with USDA's updated guidance on FNS-113, visual observation is not an acceptable method in obtaining race and ethnicity data of CACFP participants. Whether a Program Operator chooses to request this participant's information directly through self-identification or an approved alternative data source (e.g. school records), a participant's choice to not provide this information does not impact their eligibility in the CACFP. At this time there are no options within CHAAMPS to report "elected not to report" data, therefore these values may not be exact to the enrollment total(s) reflected in the site application(s).

- Question 36. Applicable to all participating organizations.

- General Questions:

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- Question 37. Referring to the Single Audit also known as A-133 (If expended over \$1,000,000.00 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)
 - Emergency Operating Cost Allocation Plan
- 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 will not be issuing a statewide media release this year. This will be the responsibility of the sponsor to complete.**
 - 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)

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- 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**

- One Month of Banking Statements for the last month that you submitted a claim
 - ★ Note: This is applicable for Sponsors
- Upload any relevant documents that support the Application Packet.
- Complete Document of Center Closure and/or any other Changes (if necessary).
- If applicable, upload a Subsidy Provider Monthly Submission List.
 - ★ Note: This is not applicable for licensed centers, or Sponsors without subsidy only sites.

- Site Application(s)**

- Review and verify the information on the site application(s) as current and up to date.

- Submit for approval**

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