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STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
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Sponsor Organization Documentation Required for Addition of a New Center

- For Profit only- 25 % list of scholarship Title XX (**on file at SO plus written monthly re-determination procedure to ensure eligibility**)
- “Unaffiliated Center Application and Agreement” form (**to SA**)
- Copy of license or alternate approval form – upload electronically
- Site summary form -electronic
- New center menu – upload electronically electronic
- A description of where the centers meals will be prepared, and who will serve them – upload electronically
- Letter to SA describing: Description of the legal relationship between the new center and sponsoring organization, description of who will consolidate claim and who will enter it- upload electronically
- Update of current year’s CACFP administrative budget with amended budget expenses for the new site to include: Operating and Administrative Budget for Sponsor of Centers, Sponsoring Institution Budget Justification Worksheet, Administrative Budget Worksheet upload electronically
- Documentation that provider is not on the National Disqualified List. Please contact the Department of Education Bureau of Nutrition Programs and Services @ 603-271-3646- upload electronically
- Documentation of for-profit or non non-profit status (**on file at SO**)
- Identification of pricing/non-pricing status (**on file at SO**)
- Copies of any food service management contracts, lease, and/or rental agreements (**on file at SO**)
- Pre-Approval visit- Civil Rights Questions- uploaded electronically
- At Risk sites list of program activities

A pre-approval visit must also be completed before the application is approved. Another review will then need to be completed during the center’s first four weeks of operation. Please see the “CACFP Monitoring Review Form.” Once the application is completed and approved, evidence of a Public Release Statement will need to be submitted to this office.

Sponsoring Organization’s Program Assistance Responsibilities for Approved Center

Menus:

A mechanism for sponsor oversight of center’s menus to assure program compliance with required meal components and production records must be in place.

Meal counting and Consolidation:

SO’s will certify that the monthly claim is correct and that records are available to support the claim. A mechanism for assuring POS meal counts are taken, that the center claims for no more than the approved meals each day, and that POS meal counts are twice tallied to ensure accuracy before submitted to the State Agency.

Training and Monitoring:

CFR 226.16 (d) (4) requires that the sponsor review the center to assess compliance with meal pattern, recordkeeping, and other program requirements. Reviews of sponsored centers must be made at least three times each year at each center.

In addition, at least two of the three reviews must be unannounced; at least one unannounced review must include observation of a meal service; at least one review must be made during the center's first six weeks of program operation; and not more than six months may elapse between reviews.

CFR 226.16 (6)(d)(3) requires that annual training sessions, covering appropriate CACFP topics, be provided for staff of sponsored centers, and that documentation of all training sessions be maintained. These records must include dates, locations, CACFP topics discussed, the names of center personnel in attendance, and a plan for in-servicing absent staff members.

Income Eligibility Applications and Enrollment Documents:

Mechanisms for distributing Income Eligibility Applications (IEA's) upon enrollment and then at least annually must be in place. Sponsoring organizations are responsible for the accuracy, completeness, and confidentiality of IEA's. SO's will ensure that there is a system of edits in place to make certain the accuracy of IEA's and updated Master Roster's. SO's will also ensure there is an enrollment document in place that includes each participants name, a guardian's signature, days of attendance, hours of attendance, and meals taken, as well as center attendance records.

Record Keeping:

- Plan for annual update of "Center Annual Renewal Application"
- Ensure that center records are kept for 3 years plus the current year, plus any outstanding audits
- OSHCC/At Risk verifying documentation from the school
- Center submits an Outside Employment Policy to the SO
- Each center maintain records indicating the times of meals served, meal counts by type supper and snacks and meals served to program adults
- Monthly documentation of for-profit centers to show that at least 25% of enrollment is Title XX or
- The center completes and submits to the SO an annual racial/ethnic form