# Child and Adult Care Food Program (CACFP) Application Renewal Summary Checklist

**October 1, 2026 – September 30, 2027**

## Instructions

This form must be completed in its entirety, signed by one of the two authorized signers, and submitted (uploaded into the "Checklist" section of the Connecticut State Department of Education's (CSDE) Connecticut Online Application and Claiming System for Child Nutrition Programs (CNP System) with all applicable referenced attachments, no later than September 18, 2026.

Sponsor name:_____ Agreement number:_____

Signature:_____ Title:_____ Date:_____

**Note:** This form must be signed by ED-099 Authorized Representative 1 or 2.

## Required Documentation

1. **Sponsor Application: Authorized Representatives (Signers) 1 and 2**
   Board Chairperson (signer 1) and Executive Director (signer 2) or equivalent positions
   - Is Authorized Signer 1 the Board Chairperson, for-profit owner, or equivalent position?
   - Is Authorized Signer 2 the Executive Director or equivalent position?

     ☐ Yes

     ☐ No: Must submit Authorized Signatures Change Form to the Connecticut State Department of Education (CSDE).

2. **Board of Directors (applicable only to non-profit institutions)**
   Board Members and Board Minutes: Upload Board member listings and minutes to the application **Checklist** section of the CNP System.
   - Did the institution update their Board member list for the upcoming year (if necessary)?
   - Did the institution submit a copy of the minutes from the most recent Board meeting?

     ☐ Yes

     ☐ No: Must submit an updated list of Board members and a copy of the minutes from the most recent Board meeting to the CSDE.

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3. **Financial Viability Documentation**
   Audit Report or Audited Financial Statements.
   - Did the institution submit a copy of the most recently completed audit report (audited financial statements) submitted to the CSDE?

     ☐ Yes

     ☐ No: Must submit the institution's audit report to the CSDE.

4. **For-Profit Eligibility (Applicable only to for-profit child care and for-profit adult day care institutions)**
   - **For-profit child care centers:** Did the institution submit a copy of the July 2026 Master List for all classrooms at all sites to verify 25 percent free/reduced-price eligibility?
   - **For-profit adult day care centers:** Did the institution submit a copy of the July 2026 Master List for all participants at all sites to verify 25 percent Title XIX eligibility?

     ☐ Yes

     ☐ No: Date to be submitted:_____

5. **Budget Operating Costs**
   The CACFP Centers Budget Detail Form is required if the institution completed lines C3 through C10 on the CACFP Centers Budget Worksheet.
   - Did the institution submit the CACFP Centers Budget Detail Form explaining operating costs for lines C3 through C10 of the Budget Centers Budget Worksheet? Indicate "Not applicable" for independent (single site) centers or if only food and/or nonfood costs are listed.

     ☐ Yes

     ☐ No: Must submit a completed Centers Budget Detail sheet and all applicable supporting documents in support of operating costs.

     ☐ Not applicable: The independent center budget only reports costs for food and non-food supplies.

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6. **Budget Administrative Costs** *Required for all institutions with multiple sites.*
   The CACFP Centers Budget Detail Form is required if the institution lines D1 through D7 on the CACFP Centers Budget Worksheet.
   - Did the institution submit the CACFP Centers Budget Detail Form explaining administrative costs for lines D1 through D7 of the CACFP Centers Budget Worksheet?

     ☐Yes

     ☐No: Must submit a completed Centers Budget Detail sheet and all applicable supporting documents in support of administrative costs.

     ☐Not applicable: This is an independent (single site) institution.

7. **Site Applications**
   Must reflect anticipated 2026-27 operations. Each Site Application has been reviewed and updated as necessary, and the status has changed from "Pending" to "Not Submitted."

   ☐Yes

8. **Training Document** (refer to "Staff Training" on pages 4-6)
   Training Dates: Institution completed pages 4-6 of this checklist with the 2026-27 staff training dates.

   ☐Yes

9. **Monitoring Requirements (Applicable only to institutions with more than one site)**
   (refer to "Monitoring Schedule" on page 7 and 8)
   Monitoring Dates
   - Did the institution complete page 7 and 8 of this checklist with their 2026-27 monitoring dates?

     ☐Yes

     ☐Not applicable: This is an independent (single site) institution

10. **Financial Review Requirements (Applicable only to institutions with more than one site)** (refer to "Financial Review Requirements" on pages 9-10)
    Submit one month's bank statement with all CACFP transactions identified and supporting documentation.
    - Did the institution submit their July 2026 bank statements and supporting documents for all CACFP transactions?

      ☐ Yes

      ☐ Not applicable: This is an independent (single site) institution

11. **Nonprofit Status Income and Expenditure Report for FY 2024-25**
    Required of all CACFP institutions: Refer to CSDE Operational Memorandum No. 2A-26 and 3C-26: Income and Expenditure Reports
    - Did the institution submit their 2024-25 Income and Expenditure Report?

      ☐ Yes

      ☐ No: Date to be submitted:_____

## 2026-27 Staff Training

Staff at all sites must be trained on required CACFP and Civil Rights topics at least annually. Institutions must maintain records from each training session that includes the agenda, date and sign-in sheets with evidence of attendance by all participants (e.g., signatures). Training sessions may be conducted electronically such as PowerPoint presentations/webinars, and/or online video platform (e.g., Zoom, WebEx, Microsoft Teams, FaceTime, etc.). Training sessions must be conducted by an individual who is knowledgeable about CACFP rules, regulations, and policy, or who has recently attended a CSDE CACFP training session.

A. Respond to each statement below:

1. All appropriate staff will attend required CSDE training sessions.
   ☐ Yes ☐ No

2. The organization will address ongoing staff training needs and communicate CACFP changes and organization policies procedures to all staff at all sites.
   ☐ Yes ☐ No

3. Prior to CACFP approval of a new site, the organization will train the site staff.
   ☐ Yes ☐ No

4. The organization will ensure that a make-up training session will be held for staff who did not attend annual CACFP and Civil Rights training.
   ☐ Yes ☐ No

B. Complete the charts below:

| CACFP Topics | Trainer | 2026-27 Dates |
|---|---|---|
| Meal patterns | | |
| Meal counts | | |
| Claim submission | | |
| Review procedures | | |
| Recordkeeping requirements | | |
| Reimbursement system | | |

| Other CACFP Topics (specify) | Trainer | 2026-27 Dates |
|---|---|---|
| | | |
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| Civil Rights Topics | Trainer | 2026-27 Dates |
|---|---|---|
| Collection and use of data | | |
| Public notification systems | | |
| Complaint procedures | | |
| Compliance review techniques | | |
| Resolution of noncompliance | | |
| Reasonable accommodation for persons with disabilities | | |
| Requirements for language assistance | | |
| Conflict resolution | | |
| Customer service | | |

# Child and Adult Care Food Program (CACFP) Application Renewal Summary Checklist

## 2026-27 Monitoring Schedule

**(Applicable to institutions with more than one site)**

In accordance with section 7 CFR 226.16(d)(4)(i)(A)-(D) of the CACFP regulations, CACFP sponsoring organizations (institutions with more than one site) must review each sponsored facility a minimum of three times each year. Sponsors must use the CSDE's Monitoring Review Form for Centers in the Child and Adult Care Food Program (CACFP) to document all sponsor monitoring efforts.

Sponsors are expected to adhere to the regulatory monitoring requirements outlined below and maintain all appropriate monitoring documentation on file for the required time.

a. At least two of the three monitoring reviews must be unannounced;

b. At least one unannounced review must include observation of a meal service.

c. At least one monitoring review must be made during each new facility's first four weeks of Program operations.

d. No more than six months may elapse between monitoring reviews at any site. Schedule visits throughout the entirety of the program year. Sponsors cannot conduct multiple monitoring reviews of the same site all at once.

e. Deficiencies require unannounced follow-up visits.

f. Monitoring visits and meal services observed must be varied so that they are unpredictable to center staff.

Additional requirements are indicated below.

- All monitoring activities must be conducted through in-person visits.
- All questions on the monitoring form must be answered; do not leave any questions blank. Questions that do not apply should be answered "not applicable" or NA.
- Include the "year" in all dates and use MM/DD/YY format.
- A five-day reconciliation of enrollment, attendance, and meal counts for all CACFP meals and snacks claimed at the site must be recorded in the chart on the monitoring form for the five operating days immediately prior to the day of review. The five days for which data are collected are in addition to the day of review, and may require information from a prior period (week or month).

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| Reviewers | Site Name | Monitoring Date 1 | Monitoring Date 2 | Monitoring Date 3 |
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## Financial Review Requirements

The Child Nutrition Program Integrity Final Rule amended the CACFP regulations (7 CFR 226) in several different ways. One requirement at 7 CFR 226.7(b) is for state agencies to expand routine reviews of institutions' finances by annually evaluating selected bank account activity for all CACFP sponsoring organizations (institutions with more than one site). These requirements were previously implemented by the CSDE for FY 2025-26, which began on October 1, 2025.

As part of the annual application renewal process, all sponsoring organizations (institutions with multiple sites) must provide the information listed below. Upload all documents to the 2026-27 application packet in the CNP System under the "Checklist" on the main page (select "Financial Viability Documentation"). Add a descriptive comment to identify each uploaded file.

1. Submit a copy of the institution's July 2026 bank statements.

    - Include statements for all bank accounts used to receive and expend CACFP funds.

    - **Important:** Institutions must submit the July 2026 bank statement must be submitted regardless of whether they operated the CACFP during July. Even if the institution did not operate in July or file a claim for July, there will still be CACFP-related transactions for prior months in the institution's July financial records. For example, the CACFP reimbursement for May will appear in the July statement. Do not submit the June 2026 bank statement with a note that the institution "does not operate during the summer months."

    - If the period covered by the bank statement crosses multiple months, submit the statement that covers the majority of days in July 2026.

2. Identify and submit supporting documentation for all CACFP-related transactions appearing on the July 2026 bank statements.

    - Separate (distinguish) personal and other non-CACFP-related transactions from necessary, reasonable, and allowable CACFP receipts and expenditures.

    - Do not submit documentation for items that were not included in the approved FY 2025-26 CACFP budget.

- Acceptable supporting documentation may include:
    - itemized receipts (e.g., for food purchases, nonfood purchases, etc.);
    - dated invoices (e.g., weekly or monthly invoices from a vendor for a food contract, or a local board of education for a school food agreement);
    - canceled checks; electronic (ACH) deductions and transfers;
    - payroll records and time sheets for food service and administrative staff);
    - itemized expense reports (e.g., mileage logs for CACFP monitoring visits);
    - records to support credit card and cash transactions (e.g., credit card statements and petty cash vouchers, if applicable).

Some of the records listed above may be insufficient alone and will require additional documentation to substantiate transactions.

## Questions

Contact the CSDE's CACFP staff.

# Child and Adult Care Food Program (CACFP) Application Renewal Summary Checklist

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: https://www.usda.gov/sites/default/files/documents/ad-3027.pdf, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail: U.S. Department of Agriculture
   Office of the Assistant Secretary for Civil Rights
   1400 Independence Avenue, SW
   Washington, D.C. 20250-9410; or
2. fax: (833) 256-1665 or (202) 690-7442; or
3. email: program.intake@usda.gov

This institution is an equal opportunity provider.

# Child and Adult Care Food Program (CACFP) Application Renewal Summary Checklist

The Connecticut State Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Connecticut Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of race; color; religious creed; age; sex; pregnancy; sexual orientation; workplace hazards to reproductive systems, gender identity or expression; marital status; national origin; ancestry; retaliation for previously opposed discrimination or coercion, intellectual disability; genetic information; learning disability; physical disability (including, but not limited to, blindness); mental disability (past/present history thereof); military or veteran status; status as a victim of domestic violence; or criminal record in state employment, unless there is a bona fide occupational qualification excluding persons in any of the aforementioned protected classes. Inquiries regarding the Connecticut State Department of Education's nondiscrimination policies should be directed to: Attorney Louis Todisco, Connecticut State Department of Education, by mail 450 Columbus Boulevard, Hartford, CT 06103-1841; or by telephone 860-713-6594; or by email louis.todisco@ct.gov.

For more information, visit the CACFP section of the CSDE's Connecticut Online Application and Claiming System for Child Nutrition Programs (CNP System) webpage or contact the CACFP staff at the Connecticut State Department of Education, Bureau of Child Nutrition Programs, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841. This form is available at https://portal.ct.gov/-/media/sde/nutrition/cnpsystem/cacfp_application_renewal_summary_checklist.pdf

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