



Child and Adult Care Food Program Documentation

- Please provide copies of these documents **no later than** the 15th of the month.
- Fire and health inspections expire one year from the date of the last inspection. If yours have expired, you will need a new inspection **before** you can start your meal service.

Date of most recent fire of inspection: _____

Date of most recent health inspection: _____

Expiration date of most current food license: _____

To participate in the Child Nutrition Program, an organization must have filed the appropriate paperwork with the State and Federal IRS for the 501 c tax exempt status. This is different than being (sales) tax exempt.

Do you have a current 501 c letter? _____ Yes _____ No

Separate Entity Agreement date signed: _____

- This is a State required contract that states that you are working with us to provide after school meals and that you will follow the training guidelines.

Site Notification Form (for schools) date signed: _____

- If your program operates in a school, you will need to have the school leader sign this form; it verifies to the State that the school's leadership is aware you are serving a meal during your after school program.

Training Date: _____

- Training may be completed any time during the application process, though it **must** be done **prior** to starting the meals.

Meal Service

Types of meals to be served: _____

Days and time frame the meals will be served: _____

Number of meals you currently need: _____

Date meals are to begin: _____