

**FY2024 Renewal Documents**

Budget approvals will be sent through e-mail as soon as possible after you’ve uploaded your FY24 Budget into the CNP. Please submit your budget as soon as possible but no later than August 25th. Program approvals will be sent through e-mail as soon as possible after you’ve completed your uploads and submissions through the CNP database. You will not see a Red Checkmark in the Checklist Tab for all the items listed below necessarily – so please keep this list handy as you work through the renewal.

**Upload into the CNP Database no later than August 25, 2023**

* **For Sponsors of Multi-Sites:**
  + Management Plan & Management Plan Addendum - With additional documents listed in the management plan (organizational chart with CACFP included and names, job descriptions with CACFP duties if these have changed, Compensation Policy for the agency if using CACFP funds for labor (if changed)
* **CACFP Budget** 
  + **Simple** for single sites or **Complete** for Sponsors of multi-sites or those that want to use CACFP funds for more than food, non-food kitchen, or labor
* **Annual Purchase Survey** (check your Procurement Plan to see if you are using this option)
  + Required if you are not spreading CACFP funds around in community
* **Vended Meal Agreements** (if you are purchasing meals)
* **Child Care Standards with fire and health documentation** (if unlicensed)
  + Attach Food Safety Inspection(s)
* **At-Risk Documents for each site** (if applicable)
  + Activity documentation (flyer from site), Unaffiliated Site Information and Agreements (if applicable), At-Risk Afterschool Meals Site Application list and Area Eligibility documentation for each site
* **All DEED eLearning training certificates required for this renewal:**
  + **CACFP Food Program Contact:**
    - CACFP: Administrative Basics
  + **If New Food Program Contact, CIS Categorization contact, or Claim Reimbursement Contact – then also submit for them:**
    - CACFP: Administration Basics
    - CACFP: Participant Enrollment & Income Eligibility
    - Procurement Training - Procurement Plans (if needed – required to understand)
  + **If New Cook(s) - then also submit for them:**
    - CACFP: Cycle Menu Template
    - CACFP: Meal Pattern Basics
    - CACFP: Infant Meals Component (if serving infants)
    - CACFP: Family Style Dining (if serving family style)
* Complete the CNP Database (with the exception of the Free/Reduced/Over Income numbers and the racial/ethnic numbers on site sheet)

**Upload into CNP Database no later than October 6, 2023**

* One Month Enrollment Report (OMER) – upload between Oct. 1 and Oct. 6
* Finish the Center Information Sheet in CNP with Free/Reduced/Over Income numbers and racial/ethnic numbers and submit for approval

**Submit no later than November 1, 2023 (you must file your Sept claim FIRST)**

* Non-profit Food Service (NPFS) Financial Report showing income/expenses for FY23 (after you’ve submitted September claim)
  + If your agency has not yet been approved in the CNP you can upload the document to the CNP. If you have been approved you must submit it through e-mail to Jennifer Cherian [jennifer.cherian@alaska.gov](mailto:jennifer.cherian@alaska.gov)
  + October claims will not be paid until we receive and approve the NPFS Financial Report

**If you are getting a review in FY23 also submit the following documents**

**by August 25, 2023**

* Sponsor Self-Assessment – Internal Controls Questionnaire
* Last 3 board meeting minutes showing oversight of CACFP (non-profit)
* Agency By-Laws (non—profit)
* Past/Present Year financial documents
  + Tax Returns
  + Income/Expense Data
  + Bank Statements
  + Grant Award Letters
  + Center/Institution/Agency/Organization Budget
  + Written Policies & Procedures
  + Positive Net Assets
  + Internally Generated Financial Documents (larger orgs)
  + Audit Reports with No Going Concern (larger orgs)

**By November 1st**:

* Back-up for the NPFS Financial Report from your accounting system