

Thank you for your interest in the Child and Adult Care Food Program. Application and agreement materials are available by request or via our web site. Make sure that you have responded to all items on the application. Applications cannot be approved until they are complete and all supporting documentation is submitted. It is the responsibility of the applicant institution to assure that all required documents are submitted in a timely manner. Applications that are not complete within 60 days of original receipt will be denied.

### 1 Checklist for a complete CACFP application

Each of these items needs to be submitted to the Department of Education in order to make a complete application.

- Complete Online Program Application and Agreement ([nutrition.education.ne.gov](http://nutrition.education.ne.gov))
- NDE 01-017 Complete Certificate of Authority (submit with original signatures)
- NDE 01-017 Complete Organization Authorized Representatives Statement (submit with original signatures)
- NDE 01-032 – Preaward Compliance including proof of registration in the System for Award Management (SAM) to receive your entity’s DUNS number. Visit [www.sam.gov](http://www.sam.gov) and choose “Create User Account”. (*This registration process is free.*)
- DHHS License for each site, unless exempt from licensing (e.g. Head Start, sites operated by public schools)
- Copies of alternate record keeping forms if you are not using those developed by Nutrition Services
- ACH/W-9 form – Request for Taxpayer Identification Number and Certification
- Documentation of financial viability; submit the following: Profit & Loss statement for the most recent month & year to date and; the most recent organization wide audit or two bank statements; or balance sheet.
- NDE 01-033 Computer Access Application and Agreement (application for ID and password)

The online application can be accessed at <https://nutrition.education.ne.gov>. Please note that Taxpayer Identification Number and Certification can take up to 4-6 weeks to be assigned.

### PLUS the following, depending on type of institution:

#### Nonprofit organizations

- Letter from Internal Revenue Service (IRS) indicating the organization has nonprofit status
- If the day care has a different name than the organization that has nonprofit status, include a letter on organization letterhead stating that it operates the day care and that the day care has the same legal identity as the nonprofit organization.

#### Public Agencies

- Letter on public agency letterhead stating that the organization is a public agency.
- If the day care has a different name than the public agency, include a letter on agency letterhead stating that it operates the day care and that the day care has the same legal identity as the public agency.

#### Privately Owned

- NDE 01-030 - Title XIX/Title XX Policy Statement
- HHSS provider agreement
- Documentation for qualifying month, including enrollment roster for qualifying month, by site
- Title XIX or Title XX payment documents for qualifying month, by site or, if a child care center, copies of Income Eligibility Forms documenting that 25% of the center’s enrollment qualifies for Free or Reduced Price meals.

PLEASE NOTE: You will not be reimbursed for the qualifying month.

## Adult

NDE 01-026 - Adult Center Attachment

### ② Food Service Contracts

If you will be contracting with a vendor to provide meals, a food service contract must be submitted with your application. Contact the Nutrition Services office to request a standard contract. Contracts exceeding an annual cost of \$150,000, a formal method of procurement must be followed and Nutrition Services must approve the contract prior to signing.

### ③ Training

Institutions that are new to the CACFP must complete Nutrition Services training prior to the approval of the institution's application. This training must have occurred within the previous six calendar months prior to the submission of the application to Nutrition Services. This training consists of training on CACFP record keeping and menu planning and creditable foods. If the center provides care to infants, the institution representative(s) must also complete training on infant meal requirements. At a minimum, the institution's authorized representative and/or CACFP contact person and the person(s) responsible for the food service are to complete this training prior to CACFP approval.

### ④ Follow-up on incomplete applications

Once your online application is submitted to Nutrition Services, it will be reviewed by a member of our staff. If it is incomplete, you will be notified (letter, telephone, fax or email) of what is needed to make your application complete. It is your responsibility to make sure that all information and supporting documents are submitted in a timely manner.

If your application is incomplete, it will delay your ability to begin claiming meals.

### ⑤ Once your application is approved

Every new institution must submit records to Nutrition Services with the first month's claim. This includes copies of Income Eligibility Forms for participants whose meals are claimed in the free and reduced categories, menu production records, meal count sheets (record of meals and supplements served), monthly claim worksheet and the claim for reimbursement. If records are reviewed on site during the preapproval visit, the submission of some of these items may be waived.

Errors on claims (meals not meeting meal pattern, incorrectly determined IEFs, mathematical errors, etc.) will result in a deduction of those meals. If there are numerous errors, you will be required to submit records every month until they meet CACFP requirements. If your first claim is submitted correctly, no supporting documents will have to be submitted the following month. If you are not able to demonstrate compliance with program requirements within the first three months of program participation, you may be declared seriously deficient and terminated from the program if you do not correct the deficiencies. You must keep all records pertaining to the CACFP on file for four years.

### ⑥ Frequently Asked Questions

**Q: How soon can I begin claiming meals on the CACFP?**

A: The earliest possible start date would be the first of the month when a COMPLETE application and all supporting documents are received by the Nebraska Department of Education. A member of the Nutrition Services staff must also make a "preapproval visit" to your center before your application can be approved.

Starting dates are dependent upon licensing dates, Title XIX and Title XX agreement dates, training dates, etc., so the start day will vary for each applicant institution. The Nebraska Department of Education will notify you of your first eligible claim month in your approval letter.

**Q: Who from the center must attend training and when?**

A: We strongly recommend that the person who is ultimately responsible for the CACFP (usually the authorized representative) attend the full day training class. In addition, your food service staff should attend the menu planning portion of the training. It is also acceptable for the director to complete the record keeping class and for the cook to complete the menu planning class.

Center staff must have successfully completed training during the six month period prior to the date when a complete application is on file at the Nebraska Department of Education. If more than six months have elapsed, the center staff must attend the training class again.

Training classes for child care centers are held monthly except July, alternating between the Lincoln area and Omaha area. For dates of upcoming classes, call Nutrition Services toll free at (800) 731-2233 or (402) 471-2488 or visit our web site: <http://www.education.ne.gov/NS>

Training for child care centers in western Nebraska may be done at your site or in the North Platte area. If your center is located in our western Nebraska service area, our staff will make arrangements with you to provide training.

**Q: I hired a director who worked on the Food Program at another center and she attended the training class three months ago. Can this meet my training requirement?**

A: Yes. The Nutrition Services office maintains a database of all persons who have completed training. However, if more than six months have elapsed, the person will have to attend training class again. As part of your application, you will have to notify Nutrition Services of the name of the person who has completed training.

**Q: We contract with a food service vendor for meals. Do we have to attend the menu planning section of the training?**

A: Yes. It is necessary for your staff to be aware of the meal pattern requirements, portion sizes and creditable/noncreditable foods.

**Q: Can I get help from your office?**

A: Yes! New centers are encouraged to contact our staff with questions regarding all aspects of the CACFP.

**Q: Can NDE staff complete the online application for me? Can NDE staff make changes to my online application?**

A: No. NDE staff is not permitted to complete or amend your online application. However, in the case that you do not have access to a computer nor do you have transportation to gain computer access, NDE staff can help you complete the online application.

Nebraska Department of Education  
Nutrition Services  
P.O. Box 94987  
Lincoln, NE 68509-4987  
Toll Free: (800) 731-2233  
In Lincoln: (402) 471-2488

USDA is an equal opportunity agency.

For more information visit our web site:

<http://www.education.ne.gov/NS/cacfp/index.htm>