

The Child and Adult Care Food Program (CACFP) Checklist has been updated to provide a more streamlined user experience.

Child and Adult Care Food Program

Home | [Applications](#) | [Claims](#) | [Compliance](#) | [Reports](#) | [Security](#) | [Search](#)

[Programs](#) | [Year](#) | [Help](#) | [Log Out](#)

[Applications >](#) [Application Packet - Centers >](#)

Application Packet

Sponsor of Affiliated & Unaffiliated Sites

Packet Submitted Date:
 Packet Approved Date:
 Packet Original Approval Date:
 Packet Status: Not Submitted
 Packet Ticket Date:

If the organization is a Non-Federal Contracting Entity (including States, federally recognized Indian Tribes, local governments, nonprofit organizations and for-profit organizations) you must complete the annual audit screen located at [Applications >> Annual Audit](#).

| Action | Form Name | Latest Version | Status |
|--|------------------------------------|----------------|--------------------|
| View Modify | ➔ Contracting Entity Application | Original | Pending Validation |
| Revise Details | ✓ Board of Directors | Original | Approved |
| View Modify | ✓ Contracting Entity Budget Detail | Original | Pending Approval |
| View Modify | ✓ Management Plan | Original | Pending Approval |
| Details | ➔ Checklist (16) | | |
| View | Application Packet Notes for CE | | |

| | Approved | Pending | Return for Correction | Denied | Withdrawn/ Closed | Error | Total Applications |
|---------------------|----------|---------|-----------------------|--------|----------------------|-------|--------------------|
| Site Application(s) | 5 | 3 | 0 | 0 | 0 | 0 | 8 |

Next Base Year Renewal: 2021 - 2022

< Back
Submit for Approval
Update Packet
Withdraw Packet

[Show Packet History](#)

The Contracting Entity Forms section behaves much the same way as before the update in that each form will need to be individually selected. This section will populate forms based on the data that is entered in the application packet. Please note that not all forms are applicable to the organization, but rather to the document that is completed in the application packet. For this example, the Management Plan was created and in response, the Checklist has populated with all forms related to the Management Plan and not necessarily related directly to the contracting entity organization.

Child and Adult Care Food Program

Home
Applications
Claims
Compliance
Reports
Security
Search
 Programs
Year
Help
Log Out

Applications > Application Packet - Centers >

CACFP Checklist Summary

| Contracting Entity Forms | Submitted? | Approved? |
|--|------------|-----------|
| Mgt Plan - Request for Performance Bond Waiver | ➔ | ➔ |
| Mgt Plan - Policy and Procedures that assign CACFP and Civil Rights Responsibilities | ➔ | ➔ |
| Mgt Plan - Compensation Plan/policy - Additional information | ➔ | ➔ |
| Mgt Plan - Financial Written Procedures | ➔ | ➔ |
| Mgt Plan - Financial Statements or Performance Bond | ➔ | ➔ |
| Mgt Plan - Site Monitor Review Procedures | ➔ | ➔ |
| Mgt Plan - Sponsoring Organization's Outside Employment Policy | ➔ | ➔ |
| Mgt Plan - Recruitment Plan | ➔ | ➔ |
| Mgt Plan - Training Policy | ➔ | ➔ |
| Mgt Plan - Management Practices Written Procedures | ➔ | ➔ |

| Site Forms | Total Items | Submitted? | Approved? |
|--|-------------|------------|-----------|
| At Risk: Documentation of Area Eligibility and Education/Enrichment Activities | 3 | ➔ | ➔ |
| License, Exemption or Other Documentation | 3 | ➔ | ➔ |

< Back

Once a form has been selected from the Contracting Entity Forms section, the check box “Document Submitted to TDA” may be selected, which will populate “Date Submitted to TDA” with the current date. Another option would be to enter a manual date of submittal under “Date Submitted to TDA.” Once either selection has been made, the form must then be saved by selecting, “Save.”

Child and Adult Care Food Program TX-UNPS

Applications | Claims | Compliance | Reports | Security | Search | Programs | Year | Help | Log Out

Applications > Application Packet - Centers >

VIEW | MODIFY

CACFP Contracting Entity Checklist Detail

| Form Name | Document Submitted to TDA | Date Submitted to TDA | Status | Status Date | Last Updated By |
|--|---------------------------|-----------------------|------------------|-------------|-----------------|
| Mgt Plan - Request for Performance Bond Waiver | <input type="checkbox"/> | | Pending Approval | 06/12/2019 | |

Save Cancel

Child and Adult Care Food Program TX-UNPS

Applications | Claims | Compliance | Reports | Security | Search | Programs | Year | Help | Log Out

Applications > Application Packet - Centers >

VIEW | MODIFY

CACFP Contracting Entity Checklist Detail

| Form Name | Document Submitted to TDA | Date Submitted to TDA | Status | Status Date | Last Updated By |
|--|-------------------------------------|-----------------------|------------------|-------------|-----------------|
| Mgt Plan - Request for Performance Bond Waiver | <input checked="" type="checkbox"/> | 06/12/2019 | Pending Approval | 06/12/2019 | |

Save Cancel

Once the form has been updated to reflect “Document Submitted to TDA” either by checking “Document Submitted to TDA” or by entering the date in “Date Submitted to TDA”, select “Save” to finish. Once saved, the form in this example, “Mgt Plan – Request for Performance Bond Waiver”, will now reflect “Submitted?” as noted by the green check mark.

Please note all items under the “Submitted?” column must reflect a green check mark before the Application Packet may be submitted for approval.

Child and Adult Care Food Program

Applications | Claims | Compliance | Reports | Security | Search
Programs | Year | Help | Log Out

Applications > Application Packet - Centers >

CACFP Checklist Summary

| Contracting Entity Forms | Submitted? | Approved? |
|--|------------|-----------|
| Mgt Plan - Request for Performance Bond Waiver | ✓ | ➔ |
| Mgt Plan - Policy and Procedures that assign CACFP and Civil Rights Responsibilities | ➔ | ➔ |
| Mgt Plan - Compensation Plan/policy - Additional information | ➔ | ➔ |
| Mgt Plan - Financial Written Procedures | ➔ | ➔ |
| Mgt Plan - Financial Statements or Performance Bond | ➔ | ➔ |
| Mgt Plan - Site Monitor Review Procedures | ➔ | ➔ |
| Mgt Plan - Sponsoring Organization's Outside Employment Policy | ➔ | ➔ |
| Mgt Plan - Recruitment Plan | ➔ | ➔ |
| Mgt Plan - Training Policy | ➔ | ➔ |
| Mgt Plan - Management Practices Written Procedures | ➔ | ➔ |

| Site Forms | Total Items | Submitted? | Approved? |
|--|-------------|------------|-----------|
| At Risk: Documentation of Area Eligibility and Education/Enrichment Activities | 3 | ✓ | ➔ |
| License, Exemption or Other Documentation | 3 | ➔ | ➔ |

The Site Forms section of the CACFP Checklist Summary will allow multiple sites to be selected by the individual form type selected. This section will populate the required forms based on the data and site type that is entered in the individual site applications. In this example, three At-Risk sites have been created and in response the system generated the required forms, "At-Risk: Documentation of Area Eligibility and Education/Enrichment Activities" and "License, Exemption or Other Documentation", for each of the three new sites.

Child and Adult Care Food Program

Home
Applications
Claims
Compliance
Reports
Security
Search
 Programs
Year
Help
Log Out

Applications > Application Packet - Centers >

CACFP Checklist Summary

| Contracting Entity Forms | Submitted? | Approved? |
|--|------------|-----------|
| Mgt Plan - Request for Performance Bond Waiver | ➔ | ➔ |
| Mgt Plan - Policy and Procedures that assign CACFP and Civil Rights Responsibilities | ➔ | ➔ |
| Mgt Plan - Compensation Plan/policy - Additional information | ➔ | ➔ |
| Mgt Plan - Financial Written Procedures | ➔ | ➔ |
| Mgt Plan - Financial Statements or Performance Bond | ➔ | ➔ |
| Mgt Plan - Site Monitor Review Procedures | ➔ | ➔ |
| Mgt Plan - Sponsoring Organization's Outside Employment Policy | ➔ | ➔ |
| Mgt Plan - Recruitment Plan | ➔ | ➔ |
| Mgt Plan - Training Policy | ➔ | ➔ |
| Mgt Plan - Management Practices Written Procedures | ➔ | ➔ |

| Site Forms | Total Items | Submitted? | Approved? |
|--|-------------|------------|-----------|
| At Risk: Documentation of Area Eligibility and Education/Enrichment Activities | 3 | ➔ | ➔ |
| License, Exemption or Other Documentation | 3 | ➔ | ➔ |

When selecting the form, "At Risk: Documentation of Area Eligibility and Education/Enrichment Activities", all sites that would require this form are listed.

Child and Adult Care Food Program

TX-UNPS

Applications | Claims | Compliance | Reports | Security | SearchPrograms | Year | Help | Log Out

Applications > Application Packet - Centers >

[VIEW](#) | [MODIFY](#)

CACFP Contracting Entity Checklist Detail

At Risk: Documentation of Area Eligibility and Education/Enrichment Activities

| Site Name | Site ID | Document Submitted to TDA | Date Submitted to TDA | Status | Status Date | Last Updated By |
|----------------|------------|---------------------------|-----------------------|------------------|-------------|-----------------|
| | Select All | <input type="checkbox"/> | | | | |
| Test Site 0111 | 0111 | <input type="checkbox"/> | <input type="text"/> | Pending Approval | 06/12/2019 | |
| Test Site 0222 | 0222 | <input type="checkbox"/> | <input type="text"/> | Pending Approval | 06/12/2019 | |
| Test Site 0333 | 0333 | <input type="checkbox"/> | <input type="text"/> | Pending Approval | 06/12/2019 | |

Instead of individually selecting each one and entering a date submitted to TDA, "Select All" may be chosen which will populate the "Date Submitted to TDA." This allows the user to submit one form for multiple sites by checking only one box.

Child and Adult Care Food Program

TX-UNPS

Applications | Claims | Compliance | Reports | Security | Search
Programs | Year | Help | Log Out

Applications > Application Packet - Centers >

[VIEW](#) | [MODIFY](#)

CAFCP Contracting Entity Checklist Detail

At Risk: Documentation of Area Eligibility and Education/Enrichment Activities

| Site Name | Site ID | Document Submitted to TDA | Date Submitted to TDA | Status | Status Date | Last Updated By |
|----------------|---------|-------------------------------------|-----------------------|------------------|-------------|-----------------|
| Select All | | <input checked="" type="checkbox"/> | | | | |
| Test Site 0111 | 0111 | <input checked="" type="checkbox"/> | 06/12/2019 | Pending Approval | 06/12/2019 | |
| Test Site 0222 | 0222 | <input checked="" type="checkbox"/> | 06/12/2019 | Pending Approval | 06/12/2019 | |
| Test Site 0333 | 0333 | <input checked="" type="checkbox"/> | 06/12/2019 | Pending Approval | 06/12/2019 | |

The option to manually enter "Date Submitted to TDA" is still available should a form need to be submitted to TDA independently of the other forms for each of the sites.

Child and Adult Care Food Program

TX-UNPS

Applications | Claims | Compliance | Reports | Security | SearchPrograms | Year | Help | Log Out

Applications > Application Packet - Centers >

VIEW | MODIFY

CACFP Contracting Entity Checklist Detail

At Risk: Documentation of Area Eligibility and Education/Enrichment Activities

| Site Name | Site ID | Document Submitted to TDA | Date Submitted to TDA | Status | Status Date | Last Updated By |
|----------------|---------|-------------------------------------|---|------------------|-------------|-----------------|
| Select All | | <input type="checkbox"/> | | | | |
| Test Site 0111 | 0111 | <input checked="" type="checkbox"/> | <input type="text" value="06/12/2019"/> | Pending Approval | 06/12/2019 | |
| Test Site 0222 | 0222 | <input checked="" type="checkbox"/> | <input type="text" value="06/14/2019"/> | Pending Approval | 06/12/2019 | |
| Test Site 0333 | 0333 | <input type="checkbox"/> | <input type="text"/> | Pending Approval | 06/12/2019 | |

Once all forms have been selected as “Document Submitted to TDA” either by checking “Select All”, “Document Submitted to TDA” or by entering the date in “Date Submitted to TDA”, select “Save” to finish. Once saved, the “At Risk: Documentation of Area Eligibility and Education/Enrichment Activities” will now reflect “Submitted?” as noted by the green check mark.

Please note all items under the “Submitted?” column must reflect a green check mark before the Application Packet may be submitted for approval.

Child and Adult Care Food Program

TX-UNPS

[Home](#) | [Applications](#) | [Claims](#) | [Compliance](#) | [Reports](#) | [Security](#) | [Search](#)

[Programs](#) | [Year](#) | [Help](#) | [Log Out](#)

Applications > Application Packet - Centers >

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| Mgt Plan - Recruitment Plan | ➔ | ➔ |
| Mgt Plan - Training Policy | ➔ | ➔ |
| Mgt Plan - Management Practices Written Procedures | ➔ | ➔ |

| Site Forms | Total Items | Submitted? | Approved? |
|--|-------------|------------|-----------|
| At Risk: Documentation of Area Eligibility and Education/Enrichment Activities | 3 | ✓ | ➔ |
| License, Exemption or Other Documentation | 3 | ➔ | ➔ |