

CHILD AND ADULT CARE FOOD PROGRAM (CACFP)

APPLICATION PACKAGE

Adult Day Care Center
At-Risk Afterschool Meals Program
Child Care Center
Emergency Shelter Program
Outside School Hours Program

Pennsylvania Department of Education
Bureau of Budget and Fiscal Management
Division of Food and Nutrition, CACFP

333 Market Street, 4th Floor
Harrisburg, PA 17126-0333

Child and Adult Care Food Program

Application Process

Complete Pre-Application Training Course (see instructions on page 3).

Obtain a Commonwealth of Pennsylvania Vendor Number (see instructions on page 4).

Obtain a federal DUNS Number (see instructions on page 5)

Complete required forms downloaded from PEARS (www.pears.ed.state.pa.us):

- **PDE 400** - New Sponsor Checklist:
 - For-Profit Agency (see page 6)
 - Non-Profit Agency (see page 7)
- **PDE 400** - Include Additional items:
 - For-Profit Agency (see page 6)
 - Non-Profit Agency (License and 501c3 - see page 7)
- **PDE 400** - New Sponsor Information Form (see page 8)
- **PDE 400a** - CN PEARS Signer/User Authorization Form
- **PDE 400b** - Agreement - Permanent CACFP
- **PDE 400c or PDE 400d** - Pricing Policy or Non-Pricing Policy
- **PDE 400e** - Pre-Award Civil Rights Questionnaire
- **PDE 400f** - Acknowledgement of Unannounced Monitoring Visits
- **PDE 400g** - Certification Regarding Lobbying

Mail **all completed documents** listed on page 6 or 7 to:

Pennsylvania Department of Education
Bureau of Budget and Fiscal Management
Division of Food and Nutrition, CACFP
Attention: Terry Roden
333 Market Street, 4th Floor
Harrisburg, PA 17126-0333

Once all forms are received at the Pennsylvania Department of Education (PDE), CACFP, your application will be reviewed to ensure all required documents have been included. If PDE has not received all required documents, your application will be returned for corrections.

Once all documents are received, reviewed, and approved, PDE will e-mail you with your assigned Agreement Number, your login, and passcode. At this time you should go to the PEARS online system and begin to enter all information regarding your agency. After completion, the information will again be reviewed and approved so you can begin the program. However, you may not begin the program until you receive final approval from the CACFP.

Child and Adult Care Food Program Pre-Application Training Course

7 CFR §226, which is the federal regulations governing the Child and Adult Care Food Program (CACFP), require entities desiring to participate in the CACFP to complete training before they can be approved. In order to meet this requirement and during the process of applying for the CACFP, entities must complete the CACFP e-Learning Course (<http://www.childnutritiontoolbox.com>), which explains the basic requirements of the program.

The e-Learning course, Introduction to the Child and Adult Care Food Program, has been divided into five sections that address specific responsibilities of the entity, hereinafter referred to as sponsor. When creating your account, you should use 555-55-555-5 as your temporary Agreement Number. After reviewing each section of the course, you will be required to complete a quiz. Owners or department heads for new entity/sponsor must successfully pass all sections of the five quizzes to be approved to participate in the CACFP. Each sponsor should create a log-in account. Individuals may create and complete the training, however, the sponsor's log-in account will be the official account used by PDE for the purpose of approving a new sponsor's application.

After passing each section and quiz you will need to print a certificate. All five quiz certificates must be completed and included with your application package. The original date you completed the course will be listed on the certificate(s). Sponsors must successfully complete all five sections and quizzes within **a three-month period**. The sponsor must complete the e-Learning Course and submit all certificates, along with the application documents and completing the on-line application within the three-month period. If it is not completed within the three-month period, the certificates will expire and the e-Learning Course will have to be taken again before a sponsor will be approved to participate in the CACFP.

We recommend that the person assigned to the specific CACFP responsibilities be the individual assigned to completing that portion of the e-Learning section/quiz. For example, the first section will benefit the staff responsible for developing the menu and ensuring that all meals comply with meal regulations. PDE strongly recommends that the financial sections, Section 3 and Section 4 be completed by the sponsor's accountant, financial officer, or fiscal staff.

Since all sponsors are required to comply with all regulations, the person(s) responsible for the entity (i.e. department heads, executive directors, and president of the boards of non-profit agencies; and the owners and CACFP contact of proprietary/for-profit centers) **must** review the entire course, as they are ultimately responsible for the management of the CACFP.

COMMONWEALTH OF PENNSYLVANIA

Vendor Number Process

Child and Adult Care Food Program

Vendor Number Instructions (including direct deposit)

Any entity that receives payment from the Commonwealth of Pennsylvania must have a "VENDOR NUMBER." If you do not have a Commonwealth VENDOR NUMBER, below are the instructions on how to obtain your VENDOR NUMBER.

1. Go to the vendor registration website (www.vendorregistration.state.pa.us).
2. Click on the Non-Procurement Registration Form.
3. Complete the required online information.
4. Follow the instructions at the bottom of the online form under "Submission Information" (this will include printing and faxing a W-9 form and an Electronic Funds Transfer Information (direct deposit form).
 - **IMPORTANT:** After the Electronic Funds Transfer Information or Direct Deposit Form (PDE400j) is printed out, **please ensure that BANKING TYPE ED-01 is listed at the top of the form before you fax it with the W-9 form.**
 - Note that the address submitted on the W-9 form and the Electronic Funds Transfer Information form must match. Your Federal Tax number must be your EIN (Employee Identification Number). Your social security number cannot be used to register for your vendor number.
5. Once you complete the online form and fax both the W-9 and Electronic Funds Transfer Information forms to the fax number listed under Submission Information, you will be notified of your Vendor Number, via e-mail or telephone, by the Central Vendor Management Unit.
6. Once you obtain this number, insert the number onto the New Sponsor Information Form in the CACFP Application Packet. This number is **REQUIRED** before submitting the CACFP Application Package.
7. If your CACFP Application Package is received without the Vendor Number, it will be returned to you for completion.

Please notify the Commonwealth of PA, Vendor Data Management at 717-346-2676 (Fax 717-214-0140) if you change your financial institution or account number or if you have problems obtaining a Vendor Number.

Child and Adult Care Food Program DUNS Number Acquisition

The Child Nutrition Programs (School Meals, Child and Adult Care, and Summer Food) are funded by federal taxes. It is becoming more common for the public to want to know where and how this money is being spent. Part of the information required by the federal government is that each sponsor must have an ID through the DUN and Bradstreet Universal Numbering System (DUNS). As a result, the Pennsylvania Department of Education (PDE), Division of Food and Nutrition (DFN), must require entities applying for the Child and Adult Care Food Program (CACFP) to acquire a DUNS number so that this information may be displayed to the public via the website USAspending.gov.


Therefore, the following requirements are needed and are necessary for approval of your Child and Adult Care Food Program Application. **You must do the following:**

1. Go to: <http://fedgov.dnb.com/webform> to acquire your DUNS number. It takes 1-2 business days to obtain a DUNS. This is free!
2. Once receiving your DUNS number, go to www.sam.gov. This is free! **Note:** If you need assistance with the SAM site, go to the SAM Help Desk at: www.fsd.gov
3. Create a Personal Account and Login
4. Click "Register New Entity" under "Manage Entity" on your "My SAM" page
5. Select your type of Entity
6. Select "No" to "Do you wish to bid on contracts?"
7. Select "Yes" to "Do you want to be eligible for grants and other federal assistance?"
8. Complete "Core Data"
 - ✓ Validate your DUNS information
 - ✓ Enter Business Information (TIN, etc.)
 - ✓ Enter CAGE code if you have one. If not, one will be assigned to you after your registration is completed. Enter General Information (business types, organization structure, etc.)
 - ✓ Enter your Financial Information (Electronic Funds Transfer (EFT) Information)
 - ✓ Enter Executive Compensation, if applicable
 - ✓ Enter Proceedings Details
9. Complete "Points of Contact"
10. Your entity registration will become active after 3-5 days when the IRS validates your TIN information.
11. **Once the IRS validates your information by an e-mail notification, you will be required to input the DUNS number on page 8.**

Child and Adult Care Food Program For-Profit Agencies - New Sponsor Checklist

The following chart lists the forms that must be downloaded from PEARS, completed, and submitted along with additional documents which are listed.


*Please complete this form and include it with your application package. Please ensure that all signatures are written with **BLUE INK**.*

 IF FINALIZED	NAME OF FORM	NUMBER NEEDED	WHO MUST SIGN IN BLUE INK
	New Sponsor Information form (page 7)	1 Original	None Required
	CN Pears User/Signer Authorization - PDE400a	1 Original	Chief Executive Officer
	Agreement – Permanent CACFP - PDE400b (formerly PDE-3559)	2 Originals	Chief Executive Officer and a Second Principal
	Policy Statement - PDE 400c or PDE 400d (formerly PDE-3557 & PDE-3557a)	2 Originals	Chief Executive Officer
	Pre-Award Civil Rights Questionnaire - PDE400e	2 Originals	Chief Executive Officer
	Acknowledgement of Unannounced Monitoring Visits - PDE 400f	1 Original	Chief Executive Officer
	Certification Regarding Lobbying - PDE400g	1 Original	Chief Executive Officer
	Certificates from each Section of Mandatory e-Learning Course (total 5)	1 Copy each of the 5	None Required
	Agency's Most Recent Federal Tax Return <u>or</u> Profit/Loss Statement <u>or</u> Monthly Balance Sheet	1 Copy of one	None Required
	Department of Public Welfare Certificate of Compliance (License) <u>or</u> Health and Safety Inspection License/Report for <u>At-Risk Afterschool Programs</u>	1 Copy per Site	None Required
	CCIS Monthly Provider Payment Summary (current) for each Center (1 copy per site) or Free and Reduced Meal Benefit Forms (not applicable to adult day care)	1 Copy each	CCIS – None Free/Reduced Forms – according to form
	Alphabetized List of All Enrolled Children for Month of CCIS provided	1 Copy each	None Required

Child and Adult Care Food Program **Non-Profit Agencies – New Sponsor Checklist**

The following chart lists the forms that must be downloaded from PEARS, completed, and submitted along with additional documents which are listed.

*Please complete this form and include it with your application package. Please ensure that all signatures are written with **BLUE INK**.*

 IF FINALIZED	NAME OF FORM	NUMBER OF ORIGINALS	WHO MUST SIGN BLUE INK
	New Sponsor Information form (see page 7)	1 Original	None Required
	CN Pears User/Signer Authorization (PDE 400a)	1 Original	Chief Executive Officer
	Agreement – Permanent CACFP - PDE400b (formerly PDE-3559)	2 Originals	Chief Executive Officer and a Second Principal
	Policy Statement - PDE 400c or PDE 400d (formerly PDE-3557 & PDE-3557a)	2 Originals	Chief Executive Officer
	Pre-Award Civil Rights Questionnaire – PDE400e	2 Originals	Chief Executive Officer
	Acknowledgement of Unannounced Monitoring Visits - PDE400f	1 Original	Chief Executive Officer
	Certification Regarding Lobbying - PDE400g	1 Original	Chief Executive Officer
	Department of Public Welfare Certificate of Compliance (License) <u>or</u> Health and Safety Inspection License/Report for <u>At-Risk Afterschool Programs</u>	1 Copy per Site	None Required
	Certificates from each Section of Mandatory E-Learning Course (total 5)	1 Copy of each of the 5	None Required

Child and Adult Care Food Program New Sponsor Information

Vendor Number _____ Federal Identification Number _____
DUNS # _____

Have you ever been part of another sponsoring organization on the CACFP?

 Yes No If yes who was the sponsor: _____

(Please check) Non-Profit For-Profit

(Please check) Child Care Adult At-Risk

 Emergency Shelter Outside School Hours

Organization Name _____

Address _____

City _____ State Zip Code _____

County _____ E-mail Address _____

Telephone Number _____ Cell Number _____

(center)

FAX Number _____ Contact Person _____

Non-Profit Agency

Executive Director's Name _____ Birth Date _____

For-Profit Agency

Owner's Name _____ Birth Date _____

Owner's Name _____ Birth Date _____

Number of Center(s)

List all Center Names	Director's Name	Date of Birth

PDE Use Only

Agreement Number _____