



BRIGHT FROM THE START
 Georgia Department of Early Care and Learning
 Child and Adult Care Food Program
 2 Martin Luther King, Jr., SE, 754 East Tower
 Atlanta, Georgia 30334
 (404) 656-5957

Add-a-Site Checklist
Administrative or Center Sponsors
Adding At-Risk or
Outside School Hours Care Facilities Only

Sponsoring Organization's Name _____
CACFP Agreement # _____

Instructions: Use this checklist as a guide for completing and submitting all documents that are needed to seek approval to add a **new At-Risk Only facility or Outside School Hours Care Center** to the CACFP.

The new facility's information should be added in GA ATLAS in CACFP site Application section. The names of new facilities must be entered as both the legal and the "doing business name" as it appears on the license or other official approval document. **Note: Administrative Sponsors are only allowed to add sites that are legally distinct from the sponsor's organization. The sponsor cannot own (whole or in part) or operate any sites that are added to the sponsor's agreement. Sites that are owned and/or operated by the Administrative Sponsor must submit a separate application as an independent center. Contact the Application Specialist for more information in this area.**

**Complete one checklist per facility being added. Submit the entire checklist and all required documentation to the following address:

Bright from the Start: Georgia Dept. of Early Care and Learning
Attn: Business Operations Specialist - CACFP
2 Martin Luther King Jr. Drive, SE, 754 East Tower, Atlanta, GA 30334

Section I. Facility to be Added:

In **1st column**, list the name of the facility for which an application is being submitted.

In **2nd column**, if the facility is currently participating in the CACFP in direct agreement with another sponsor or in direct agreement with Bright from the Start, enter either the sponsor's name or Bright from the Start's agreement number in the column. If the facility is a new facility that is not currently participating on the CACFP, leave this column blank.

In the **3rd column**, indicate the date the Principal/Program Contact verified that the center's Principal or staff performing CACFP duties is not terminated and currently disqualified from participating in the CACFP. Refer to DECAL's policy guidance at <http://www.dec.al.ga.gov/documents/attachments/Web-BasedUSDA-NDLInfo.pdf>.

In the **4th column**, indicate the anticipated date to begin claiming reimbursement for this center under your sponsorship. Please reference CACFP policy # 8 when determining anticipated effective date to operate. Sign below the table.

(1) Legal and DBA Name of Facility to Add	(2) Facility Currently Participating in CACFP (Indicate sponsor name or Bright from the Start Agreement #)	(3) Date Verification of the NDL	(4) Anticipated Effective Date to Operate

Signature and Title of Program Contact

Date

Section II. Forms/Documents due to Bright from the Start:

- ___ 1. ADD-A-SITE Checklist (**Submit checklist with each facility's application**)
- ___ 2. Termination Letter from previous sponsor or Voluntary Closure Form for centers in direct agreement with Bright from the Start (only applicable to those facilities currently participating on the CACFP)
- ___ 3. Copy of original IRS letter assigning Federal Employer Identification Number (FEIN) to the entities' legal business name.
- ___ 4. Deed or lease of facility with legal name of business or owner's name referenced in the document (Government, Military, and School Food Authorities are exempt).
- ___ 5. Center Site Application (One per Site) **The center must complete the site application and the principal of the site must sign. The sponsor must enter the site information in GA ATLAS, and submit a copy of the site application with the package.**
 - a. ___ If charging a separate fee for meals, the center is considered a pricing center. If a pricing center, the site must complete and submit a Written Free and Reduced Price Policy Statement (See site pricing information in the Add-a-Site instruction booklet for more information or refer to 7 CFR 226.23(c) to review what must be included in the policy statement.)

Food Service Section of the Site Application - All organizations that contract out with another entity to prepare and deliver meals must submit one of the following:

- a. ___ **Agreement to Furnish Food Service for Sites using a School Food Authority** (Not applicable to sites that prepare their own meals or have a central kitchen for sites owned by same legal entity)
- b. ___ **Procurement Documents for sites that intend to contract with a vendor** (Not applicable to sites that prepare their own meals, have a central kitchen for sites owned by same legal entity, or use a School Food Authority) Include Procurement Checklist, Agreement to Furnish Foods/Contract and Small Purchase Document.
- c. ___ Certificate of Incorporation for Vendor and/or Food Service Management Companies that are corporations.

Use Procurement Manual found on the Bright from the Start website at <http://www.dec.al.ga.gov/Nutrition/HandbooksInstructions.aspx>.

- ___ 6. Child Care Center Roster of Food Program Participants or At Risk After School Program attendance records of Food Program Participants.
- ___ 7. Letter of Authorization (Note: this letter is only required for unaffiliated sites located in schools). The letter must on the school's letterhead signed by the Superintendent or school's Principal acknowledging operation of the CACFP on the school's property.
- ___ 8. Media Release for site(s) added (use correct release depending on pricing/non-pricing programs)
- ___ 9. Completed pre-operational visit monitoring form conducted with new facility (Note: Not applicable for School Food Authorities adding schools that already participate in the National School Lunch Program.)

Section III. Forms/Documents regarding legal entity: Corporations, LLC, and Partnership ONLY: If the site is incorporated, a limited liability, or partnership, check the appropriate item and send in requested information.

(Based on the answer in item C-6 of the site application) (**Government, Military, and School Food Authorities are exempt**)

- ___ 1. Copy of Certificate of Incorporation for Incorporated centers
- ___ 2. Copy of Certificate of Organization for Limited Liability Companies
- ___ 3. Copy of Certificate of Limited Partnership for partnerships
- ___ 4. Copy of Articles of Incorporation for Incorporated centers
- ___ 5. Copy of Articles of Organization for Limited Liability Companies

Section IV. Eligibility for Participation:

Forms/Documents to determine eligibility for At-Risk or OSHCC Only: To qualify as an At-Risk Only facility or Outside School Hours Care Facility for the CACFP, the facility must meet one of the following conditions. Place a check beside the eligibility method being used to qualify the program and submit any documents requested under the applicable item. ***Note: For-profit afterschool programs are not automatically eligible for participation as an At-Risk Only facility.**

1. ___ **Non-Profit** After School Programs:
 - a. ___ If the center has received official notice of nonprofit status, submit a copy of the 501 (C) 3 documentation on IRS letterhead (Government, Military or BOE's exempt)
 - i. ___ If a church which has tax-exempt status under the umbrella of the national church affiliation, submit the Certification of Tax Exempt Status for Churches and Integrated Auxiliary Organizations form (with Option 1 selected) along with the group ruling list attached to the IRS letter which contains the church's name, or submit a letter from the person legally responsible for the church verifying that that subordinate church is included in the tax-exempt status of the national organization along with item a. above.
 - ii. ___ If a church or the parent organization has not filed for tax-exempt status with the IRS, submit the Certification of Tax Exempt Status for Churches and Integrated Auxiliary Organizations form with Option 2 completed and signed by the Delegated Principal of the church/integrated auxiliary of the church.
2. ___ **For-Profit** afterschool programs connected to a traditional childcare center that meets the eligibility requirements for participation in the CACFP:
 - a. ___ Submit copy of Child Care Center Roster
 - b. ___ Submit copy of At-Risk Afterschool Program Roster
 - c. ___ Submit copy of childcare center license/approval to operate
3. ___ **For-Profit** afterschool programs that are **not** connected to a traditional child care center that meets the eligibility requirements for participation in the CACFP are **not** eligible to apply as an At-Risk only facility, but may be eligible to apply as an **Outside School Hours Care Center** using the following eligibility criteria:
 - a. ___ 25% of the enrolled children or licensed capacity (whichever is less) receives compensation under Title XX _
 - i. ___ Submit copies of DFCS forms 69, 77 that are signed by the DCFS representative, or Maximus report for Title XX children _

b. ___ 25% of the enrolled children or licensed capacity (whichever is less) is eligible for free and/or reduced price meals based on household income stated on the Income Eligibility Statements.

i. ___ Obtain complete Income Eligibility Statements for all children. Indicate each child's eligibility on the Roster of Food Program Participants submitted with the application. **Do Not Submit the IES forms.**

Licensure/Alternate Approval Verification for all AT Risk or OSHCC: Place a check beside the item that applies to each site for which you are making an application and submit the documents indicated under the item checked if requested to do so. Refer to the section on licensing in the new application instruction booklet if you have questions concerning licensure or exemptions from licensure.

1. ___ If licensed by Bright from the Start, Georgia Department of Early Care and Learning check here and **submit copy of license** (or approval to operate if new and no license has been received)
 - a. ___ Submit copy of most recent Inspection Report (within past 12 months)
2. ___ If licensed by the Department of Defense, check here and submit Certificate to Operate a Child Development Program
 - a. ___ Submit copy of most recent Installation Child Care Evaluation Team Assessment
3. ___ If approved by the U.S. Department of Health and Human Services to operate a Head Start program, submit the following:
 - a. ___ Head Start Performance Standard Review (Triennial or 360-degree assessment) (Provide a copy of the cover letter from the center's most recent review)
4. ___ Programs that are Exempt from Licensure. Centers must submit the following:
 - a. ___ Exemption Letter from Bright from the Start's Child Care Services Unit. Note: Georgia law requires all childcare programs to be licensed or exempt.
 - b. ___ Copy of Certificate of Occupancy (Not required if site is in a school.)
 - c. ___ Copy of Fire Inspection conducted by local gov't agency within the past 12 months (Not required if site is in a school.)
 - d. ___ Copy of Food Service Permit Inquiry form signed by the local health authority (School Food Authorities (SFAs), Government Agencies, National Youth Sports Programs (NYSP), Residential Camps, and Upward Bound programs are exempt from this process.)

Note: Approval dates are **not** based on the receipt of the application in the office but based on the submission of an accurate application. Please see Bright from the Start Policy CACFP/00-8.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (English) or [USDA Program Discrimination Complaint Form](#) (Spanish) This form (AD-3027) is found online at: <https://www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint>, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; fax: (202) 6907442; or email: program.intake@usda.gov. This institution is an equal opportunity provider.