



**BRIGHT FROM THE START**  
 Georgia Department of Early Care and Learning  
 Child and Adult Care Food Program  
 2 Martin Luther King, Jr., SE, Suite 670 East Tower  
 Atlanta, Georgia 30334  
 (404) 656-5957

**Add-a-Site Checklist**  
**Administrative Sponsors**  
**Adding Traditional**  
**Child/Adult Facilities**

Sponsoring Organization's Name \_\_\_\_\_  
 CACFP Agreement # \_\_\_\_\_

**Instructions:** Sponsors of Unaffiliated Centers (Administrative Sponsors) should use this checklist as guidance for completing and submitting all documents that are needed to seek approval to add a **new** facility to the CACFP. **The new facility's information must be entered in GA ATLAS in the 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 document. **Note: Administrative Sponsors are only allowed to add facilities that are legally distinct from the sponsor's organization. The sponsor cannot own (whole or in part) or operate any facilities that are added to the sponsor's agreement. Facilities 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 for each 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, Suite 670 East Tower**  
**Atlanta, GA 30334**

**Section I. Facility to be Added:**

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

In **2<sup>nd</sup> 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, input either the sponsor name or Bright from the Start's Agreement # in the column. If the facility is a new facility that is not currently participating on the CACFP, leave this column blank.

In the **3<sup>rd</sup> 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.gov/documents/attachments/Web-BasedUSDA-NDLInfo.pdf>.

In the **4<sup>th</sup> 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 Site 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 site application**)
- \_\_\_ 2. Termination Letter from previous sponsor or Voluntary Closure Form for centers under 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. Most current registration filed with the Secretary of State, indicating corporation officers.
- \_\_\_ 5. Deed or lease of center with legal name of business or owner's name referenced in the document (Government, Military, or School Food Authorities are exempt).
- \_\_\_ 6. 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.state.ga.gov/Nutrition/HandbooksInstructions.aspx>.

- \_\_\_ 7. Budget for Sponsored Center (Note: Not applicable for School Food Authority if the budget has been waived via submission and approval of the waiver request form.)
- \_\_\_ 8. Roster of Food Program Participants – Adult Care Center or Child Care Center Roster of Food Program Participants
  - a. \_\_\_ At Risk After School Program attendance records of Food Program Participants
- \_\_\_ 9. Media Release for site(s) added (use correct release depending on pricing/non-pricing programs)
- \_\_\_ 10. Completed pre-operational visit monitoring form conducted with new site(s) (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/SFA's 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 Incorporated centers
- 5. Copy of Articles of Organization for Limited Liability Companies

**Section IV. CHILD CARE FACILITIES ONLY**

**Forms/Documents to determine eligibility for all Child Care Programs:** To qualify for the CACFP, the child care center 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. Item 3 can only be used after determining the childcare center does not qualify under Item 2, Title XX/Pre-K Cat 1.

- 1.  *Non-Profit* childcare centers (check one of the three items below and submit documents)
  - a.  If the center has received official notice of nonprofit status, submit a copy of the 501 (C) 3 documentation on IRS letterhead (excludes government entities, SFA's).
    - i.  If a church which has tax-exempt status under the umbrella of the national church affiliation, submit the list attached to the IRS letter which contains the church's name, or submit a letter from the chief financial officer, or comparable person verifying that the subordinate church is included in the tax-exempt status of the national organization along with item a above.
  - b.  If a church or the parent organization has not filed for tax-exempt status with the IRS, submit the Tax-Exempt Status Certification for Churches form with section 2 completed and signed by the financial officer of the organization.
- 2.  *For-Profit* childcare centers qualifying by 25% of the enrolled children or licensed capacity (whichever is less) receiving compensation under Title XX -
  - a.  Submit copies of DFCS forms 69, 77 that are signed by the DCFS representative, or Maximus report for Title XX children
- 3.  *For-Profit* childcare centers qualifying by 25% of the enrolled children or licensed capacity (whichever is less) being eligible for Free and/or Reduced-price meals based on the income stated on the Income Eligibility Statements
  - a.  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 Child Care Centers:** 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.  If approved by any other Federal, State, or local entity, submit the current approval documentation from the governing Federal, State, or Local authority.
5.  Alternate Licensure and Child Care Standards. If the center is not approved by a Federal or local authority, and the center is exempt from licensure in the State of Georgia, the center must meet CACFP Child Care Standards to qualify for the program. Georgia law requires all childcare programs to be licensed or exempt.
  - a.  Alternate Licensure Self-Certification form
  - b.  Exemption Letter from Child Care Licensing
  - c.  Child Care Standard Form
  - d.  Copy of Certificate of Occupancy (Not required if site is in a school.)
  - e.  Copy of Fire Inspection conducted by the local gov't agency within the past 12 months (Not required if located in a school.)
  - f.  Copy of the Health Permit Inquiry form signed by the local authority within past 12 months (School Food Authorities (SFAs), Government Agencies, National Youth Sports Programs (NYSP), residential camps and Upward Bound programs are exempt from this process.)

## **Section V. ADULT CARE FACILITIES ONLY**

**Forms/Documents to determine eligibility for Adult Care Programs:** Submit any documents requested under each section below.

**Profit versus Non-profit:** Place a check beside the eligibility method you are using to qualify for the program

1.  *Non-Profit* adult care centers
  - a.  Submit copy of 501 (C) 3 documentation with IRS letterhead.
  - b.  If a church which has tax-exempt status under the umbrella of the national church affiliation, submit the list attached to the IRS letter which contains the church's name, or submit a letter from the chief financial officer, or comparable person verifying that that subordinate church is included in the tax-exempt status of the national organization along with item a. above.
  - c.  If a church or the parent organization has not filed for tax-exempt status with the IRS, submit the Tax-Exempt Status Certification for Churches form with section 2 completed and signed by the financial officer of the organization.
2.  For-Profit adult centers qualifying by 25% of the enrolled adults or licensed capacity (whichever is less) receiving compensation under Title XIX
  - a.  Submit Title XIX documentation (list from the Department of Medical assistance of those participants receiving Medicaid funding).

**Licensure/Approval:** Adult centers must have approval from a Federal, State, or Local authority and must demonstrate they have met written standards of criteria. Refer to CACFP policy 33.

1.  Submit a copy of the current valid license, or current approval documentation current approval documentation from a governing Federal, State, or Local authority (This documentation may be in the form of certification, review instrument, or approval letter. If the review instrument is not submitted, attach the

written standards or criteria on which the center is evaluated). **Note: As of January 7, 2015, State law requires adult day care centers which provide adult care services to be licensed and/or approved to operate by the Georgia Department of Community Health. Refer to Bright from the Start Policy 33-Revision Effective Date 9/1/2015) for more information.**

**Note:** Approval dates are **not** based on the receipt of the application in the office, but on accurate completion of the 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, audiotape, 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](mailto:program.intake@usda.gov). This institution is an equal opportunity provider.