

INDEPENDENT and SPONSORING ORGANIZATIONS OF CENTERS
FY25 Annual Certification Checklist



Greetings Partners,

It's that time of year again for the Annual Certification. The FY25 (October 1, 2024 through September 31, 2025) Annual Certification will open for enrollment on August 15th, 2024 in CHAAMPS. Please see below for guidance and deadlines.

The FY25 Application Packet must be submitted for approval within CHAAMPS by October 31, 2024 to be eligible to claim for October 2024 upon approval. FY25 Application Packets submitted after this date will be considered eligible to claim for reimbursement depending on the month of submission. Please note, VDH has 30 days to approve a complete and accurate application submission. This means if your application is incomplete or inaccurate, the application will be returned and will restart that 30 day clock. Regardless of an Application Packet's approval date, it is the responsibility of the Program Operator to ensure eligible claims are filed no later than the 60 calendar day deadline.

The information below will assist in completing the Annual Certification. The information contained in this checklist can be found on our website at <https://www.vdh.virginia.gov/child-and-adult-care-food-program/annual-certification/> and in the "Download Forms" section of CHAAMPS. If you need assistance or have any questions, please do not hesitate to contact your assigned SNP Specialist or email the CACFP mailbox at cacfp@vdh.virginia.gov.

Prior to enrolling in FY25 please complete the following:

- If the current FY25 application is not in approved status, submit the application for State agency approval. It is important to note that any pending unapproved items in the previous year's application will not roll forward.
*Note: Program Operators approved for FY24 are still able to file FY24 claims for reimbursement while working through the FY25 Annual Certification Application Packet.
- Ensure at least one RPI from the organization has met the annual training requirement. Please refer to the Special Nutrition Programs Annual Training Requirements Memo.
 - Save a copy of the certificate verifying the RPI completed the Annual Training.
- Ensure all responsible principals/individuals (RPIs) that require CHAAMPS access have completed the online access form linked below. Confirm their access has been approved by their direct supervisor and/or VDH.
 - CHAAMPS Access Form: <https://redcap.vdh.virginia.gov/redcap/surveys/?s=RAMWWM44ED>

FY25 Application Packet

Please note, the State agency may request additional documentation. If there are changes to any Program documentation not included in this list (e.g. W-9, Outside Employment Policy, etc.), it is the responsibility of the sponsor to submit the up-to-date documentation and notify the State agency when changes occur. This checklist is a general guideline for the completion and submission of the FY25 Annual Certification Application Packet. Sections that roll over as approved should still be reviewed for accuracy and updated by the sponsor.

- **Complete Sponsor Certification upon enrollment in the FY25 Application Packet**
- **Sponsor Application**
 - Correct physical and mailing addresses.
 - Current and accurate contact information.
 - Current and accurate Ethnicity Data:

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- Question 32. Click link to US Census > Explore Data > Explore Data Main > Go to Quick Facts > Search for the zip code or area the institution is located > From generated table, review information located under “Race and Hispanic Origin”
- Question 33. This information is based on the race and ethnicity data of the currently enrolled participants. These values should correspond with the number of current enrolled participants in the Site Application(s).
 - ★ Note: In accordance with USDA’s updated guidance on FNS-113, visual observation is not an acceptable method in obtaining race and ethnicity data of CACFP participants. Whether a Program Operator chooses to request this participant information directly through self-identification or an approved alternative data source (e.g. school records), a participant’s choice to not provide this information does not impact their eligibility in the CACFP. At this time there are no options within CHAAMPS to report “elected not to report ” data, therefore these values may not be exact to the enrollment total(s) reflected in the site application(s).
- Current and accurate Racial Data:
 - Question 34. Click link to US Census > Explore Data > Explore Data Main > Go to Quick Facts > Search for the zip code or area the institution is located > From generated table, review information located under “Race and Hispanic Origin”
 - Question 35. This information is based on the race and ethnicity data of the currently enrolled participants. These values should correspond with the number of current enrolled participants in the Site Application(s).
 - ★ Note: In accordance with USDA’s updated guidance on FNS-113, visual observation is not an acceptable method in obtaining race and ethnicity data of CACFP participants. Whether a Program Operator chooses to request this participant information directly through self-identification or an approved alternative data source (e.g. school records), a participant’s choice to not provide this information does not impact their eligibility in the CACFP. At this time there are no options within CHAAMPS to report “elected not to report ” data, therefore these values may not be exact to the enrollment total(s) reflected in the site application(s).
 - Question 36. Applicable to all participating organizations.
- General Questions:
 - Question 37. Refers to the Single Audit also known as A-133 (If expended over \$750,000.00 in federal awards in the previous year, can be uploaded under Attachment List or Annual Audits section).
 - Question 38. If an independent organization, it is acceptable to answer “no”.
- Certifications:
 - Question 46, 1. Please ensure the list of publicly funded programs the organization participates in is current, on organization letterhead, and uploaded in the Checklist Items.
- **Board of Directors/Principals**
 - Review and update as necessary.
- **Sponsor Budget Detail**
 - Detail projected costs to operate the CACFP for the coming fiscal year.
 - Budget narratives
 - Cost allocation plans

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- Supporting documentation for costs outside of direct meal cost and salaries (contracts, invoices, bills, bank statements, etc.)
- Specific Prior Written Approval (as applicable)
- Indirect Cost Rate (as applicable)
- Emergency Operating Funds Allocation Plan (See SNP communication for guidance)
- For sponsoring organizations of multiple sites, ensure that all staff performing monitoring duties are included in the administrative CACFP expenditures.

● **Checklist Summary**

It is the responsibility of the sponsor to ensure the documentation on file is correct and current. Documentation that is required for submission is either located in the Download Forms section of CHAAMPS, or is the responsibility of the sponsoring organization to construct. Some items do not require additional action unless there are changes to the documentation on file. Please see the list below for items which do and don't require additional action. Ensure all items are marked as "Submitted to VDH," whether or not action is required to submit the application packet as a whole.

- Sponsor Level
 - Training Certification (CACFP-034)
 - Sample Public Release (**VDH is issuing a statewide media release, no action necessary if not rolled over as approved – check as "submitted to VDH"**)
 - List of Publicly Funded Programs (may pull forward as approved, sponsor to upload current list if applicable)
 - Outside Employment Policy (no action required unless changes to documentation on file)
- Site Level (no action required unless expired)
 - Current License
 - Subsidy Only Sites (only applies to sites which are not licensed):
 - Signed Vendor Agreement, and/or
 - Monitoring documentation
 - Fire and Health or Occupancy permits (if applicable)
 - Updated Vended Meal Contract (if applicable)

● **Application Packet Notes**

- ★ In the event the initial submission is returned for corrections by the State agency, required corrective actions will be noted here. Additionally, communication regarding application and waiver approvals is noted here as well.

● **Attachment List**

- Upload any relevant documents that support the Application Packet.
- Upload a copy of the RPI's Annual Training Certificate
- If applicable, upload a subsidy provider monthly submission list.
 - Note: This is not applicable for licensed centers, or Sponsors without subsidy only sites.

Site Application(s)

- Review and verify the information on the site application(s) as current and up to date.

Submit for approval

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