



BRIGHT FROM THE START
 Georgia Department of Early Care and Learning
 2 Martin Luther King Jr. Drive, SE
 Suite 754 East Tower
 Atlanta, GA 30334

ADD-A-SITE Checklist
Center Sponsors
Adding Traditional Child or Adult
Facilities

Sponsoring Organization's Name _____

CACFP Agreement # _____

Instructions: Sponsors of Affiliated Centers (Center 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 site's information must be added on GA ATLAS in the CACFP site application section.**

Facilities that have previously participated under your sponsorship will show up in the initial list of facilities available to add. If adding a facility that has never participated, scroll to the bottom of the page and add the new facility's information. The names of new facilities must be entered as it appears on the license or other official document. (You may add some type of indicator to distinguish it from another site such as the street name, city, or number assigned to the facility.)

Note: In order to add another facility under the current Agreement, the site must be legally owned, operated and reporting income to the same federal identification number of the same legal entity that is in current agreement with Bright from the Start. If a second site is not owned and operated by the same legal entity, the second site may submit a complete application as an independent center. Contact the Application Specialist for more information in this area. Submit the checklist and all documents required to your assigned Business Operations Representative or to the address below:

**Bright from the Start: Georgia Department of Early Care and Learning
 Attn: Business Operations Specialist- CACFP
 2 Martin Luther King Jr. Drive, SE Suite 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 Bright from the Start, enter the Bright from the Start Agreement #, or the last claim month reimbursement was received. 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.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 Doing Business Name of Facility to Add	(2) Did the facility previously participate in the CACFP? If yes, provide the last claim month	(3) Date Verification of the NDL	(4) Anticipated Effective Date to Operate

Signature and Title of Principal/Program Contact

Date

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

- ___ 1. ADD-A-SITE Checklist (**Submit the entire checklist for each Facility**)
- ___ 2. Copy of original IRS letter assigning Federal Employer Identification Number (FEIN) to the entities' legal business name.
- 3. Deed or lease of childcare center facility with legal name of business or owner's name referenced in the document (Government, Military, and School Food Authorities are exempt).
- ___ 4. Center Site Application (**Submitted in GA ATLAS. Sponsors must submit one per site.**)
 - 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 (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 the 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 the 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 the [Procurement Manual](#) found on Bright from the Start's website.

- ___ 5. 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
- ___ 6. Letter of Authorization (Note: letter is only required for unaffiliated sites located in schools). The letter must be on the school's letterhead signed by the Superintendent or school's Principal acknowledging operation of the CACFP on the school's property.
- ___ 7. Media Release for site(s) added (Use correct release depending on pricing/non-pricing programs.)
- ___ 8. Copy of **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. **(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. FOR CHILD CARE PROGRAMS ONLY

Forms/Documents to determine eligibility for all Child Care Programs: To qualify for the CACFP, the childcare 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 item checked. Item 3 can only be used after determining the childcare center does not qualify under Item 2, Title XX.

- 1. ___ *Non-Profit* childcare centers (Check item 1 – no documents needed except for churches)
 - a. ___ 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 an 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 or 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 that is 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
 - 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 childcare center or emergency shelter is not approved by a Federal, State, or local authority, the center must meet CACFP Child Care Standards in order to qualify for the program. The Georgia law requires all childcare programs to be licensed or exempt.
 - a. ___ Alternate Licensure Self-Certification form (Childcare centers only)
 - b. ___ Exemption Letter from Bright from the Start Childcare Services Unit
 - c. ___ Copy of Certificate of Occupancy (Not required if site is in a school.)
Child Care Standards Form
 - d. ___ Fire Inspection conducted by local gov't agency within the past 12 months (Not required if site is in a school.)
 - e. ___ Copy of Health Permit Inquiry form signed by the local health authority (School Food Authorities, Government Agencies, National Youth Sports Programs (NYSP), residential camps, and Upward Bound Programs are exempt from this process.)

SECTION V. FOR ADULT CARE CENTERS 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 (Check item 1 – no documents needed except for churches)
 - a. ___ 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 an 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* 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 for Adult Centers: Adult centers must be licensed or have approval from a Federal, State, or Local authority, and must demonstrate they have met written standards of criteria. Refer to Bright from the Start CACFP policy 33.

1. ___ Submit a copy of the current valid license, or current approval documentation from a governing Federal, State, or Local authority (approval 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 10/1/2015 for more information.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or **fax**: (833) 256-1665 or (202) 690-7442; or **email**: program.intake@usda.gov This institution is an equal opportunity provider.