Minnesota Department of Education

Application Checklist for the At-Risk Afterschool Meals Program

Sponsor Name: _____ Sponsor ID: _____

Contact Person: _____ Phone: _____

Current sponsors of School Nutrition Programs (SNP) and the Summer Food Service Programs (SFSP) that are "in good standing" can use this streamlined application process for the Child and Adult Care Food Program (CACFP) At-Risk Afterschool Meals Program. (View the United States Department of Agriculture memos Streamlining At-Risk Meal Participation for School Food Authorities or Transitioning from the SFSP to CACFP At-Risk.)

Instructions: Complete this checklist of items to ensure that required application documents and training requirements are completed and submitted. All current SNP or SFSP sponsors must complete the online CACFP Sponsor and Site Application(s) in the Cyber-Linked Interactive Child Nutrition System (CLiCS) including uploading documents as prompted. Print, complete and sign this form and mail with requested documents to: Minnesota Department of Education, CACFP, 1500 Hwy 36 W., Roseville, MN 55113

1. ***Complete required documentation for new At-Risk Afterschool Meal Program applications including:***

- ☐ CACFP sponsor application completed on-line in CLiCS.
- ☐ CACFP site application(s) completed on-line in CLiCS.
- ☐ Listserv Subscribe/Unsubscribe Form for CACFP.
- ☐ CACFP Program Agreement (Required for non-SNP sponsors. Submit with this form.)
- ☐ Copy of your Public Release(s).(Sample Public Releases. Submit with this form.)
- ☐ Distribution list for Public Release(s) (Submit with this form.)
- ☐ CLiCS Site ID Request for a new site(s). (Submit with this form if new site added.)
- ☐ CLiCS User ID Password Request. (Submit with this form if additional users are needed.)

2. ***Complete required CACFP training for new At-Risk Afterschool Meal Program applications including:***

- ☐ United States Department of Agriculture August and September 2011 webinars (select 4 of 10 "At-Risk" webinars).
- ☐ Food Research and Action Center, Afterschool Meals Matter webinars (select 2 of 4).
- ☐ At-Risk Afterschool Meals Handbook See meal patterns, foodservice, and recordkeeping.
- ☐ Minnesota Department of Education, At-Risk Afterschool Meals website. See program operations.

Additional Resources:

- *Afterschool Nutrition Program Resources, Food Research and Action Center.*
- *Child Care Resources for the Child and Adult Care Food Program, National Food Service Management Institute.*

3. ***Certification:***

By signing below I certify that, as the Authorized Representative for the At-Risk Afterschool Meal Program implementation, I have completed and submitted required documents, viewed the required webcasts, reviewed the Handbook, and initiated meal count records, attendance records and menus. I assure training on Program duties and responsibilities will be completed for key staff from all sponsored centers prior to the beginning of Program operations.

_____	_____	_____
Authorized Representative Signature	Title	Date

For questions, call /email at 1-800-366-8922; 651-582-8526 or mde.fns@state.mn.us.