Family Day Care Home Sponsoring Organizations
FY23 Annual Certification Checklist

Greetings Partners,

It's that time of year again for the Annual Certification. The FY23 (October 1, 2022 through September 31, 2023) Annual Certification will open for enrollment on September 1, 2022 in CHAAMPS. Please see below for guidance and deadlines.

The FY23 Application Packet must be submitted for approval within CHAAMPS by October 31, 2022 to be eligible to claim for October 2022 upon approval. FY23 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 the Helpdesk at (877) 618-7282.

Prior to enrolling in FY23 please complete the following:
❏ If the current FY22 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.
❏ Ensure at least one RPI from the organization has met the annual training requirement.
❏ 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
❏ Nationwide Waiver of Area Eligibility in the Afterschool Programs and for Family Day Care Home Providers in School Year 2022-2023, Child Nutrition Response #93:
  ❏ Effective July 1, 2022 through June 30, 2023, all day care homes, regardless of their location, are eligible to receive the Tier I reimbursement rate for all meals and snacks.
  ❏ Once ready to claim for July 2022 reimbursement, update each Provider Application's question #23 to Tier I.
    ● For consistency, mark all as "income qualified"
    ● Upload list of providers changed to Tier I due to Waiver #93 to the Attachment List. Continue updating the list throughout the year as new providers are added.
    ● Day Care Home providers serving their own children still need to meet the criteria under 226.18(e).

FY23 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.

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❏ **Complete Sponsor Certification upon enrollment into the FY23 application packet**

❏ **DCH Sponsor Application Packet**
 ❏ Correct Physical and Mailing Address
 ❏ Current and Accurate Contacts
 ❏ Tiering
 ❏ General Questions
  ❏ 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.)
 ❏ Certifications

❏ **DCH Board of Directors/Principals**
 ❏ Review and update as necessary

❏ **DCH Budget Detail**
 ❏ Detail projected costs to operate the CACFP for the coming fiscal year.
  ❏ Budget Narratives
  ❏ Cost Allocation Plan
  ❏ Supporting Documentation (contracts, invoices, bills, bank statements, etc.)
  ❏ Specific Prior Written Approval (as applicable)
  ❏ Indirect Cost Rate (as applicable)
  ❏ Emergency Operating Cost Allocation (see SNP communication for guidance)
  ★ If your organization sponsors both family day care homes and centers, ensure the center and family day care home budgets support each other but do not overlap.

❏ **DCH Management Plan**
 If there are changes made to the Management Plan, please notify the assigned SNP Specialist of updated areas to help expedite the review process.
 ❏ Verify the Management Plan on file is complete and up to date.
 ❏ Update and submit supporting documentation if necessary.

❏ **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.

 ❏ <u>Sponsor Level</u>
  ❏ Management Plan Organizational Chart (no action required unless changes to documentation on file)
  ❏ Management Plan – Monitoring Staffing Requirements (Family Day Care – 001 Monitor Ratio Worksheet for Family Day Care Homes)
  ❏ Training Certification (Family Day Care – 002 Family Day Care Home Training Certification Form)

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- ❏ List of Publicly Funded Programs (may pull forward as approved, sponsor to upload current list)
- ❏ Serious Deficiency Process (no action required unless changes to documentation on file)
- ❏ Appeal Process (no action required unless changes to documentation on file)
- ❏ Household Contact Process (no action required unless changes to documentation on file)
- ❏ Sample Public Release (VDH is issuing a statewide media release, no action necessary if not rolled over as approved – check as "submitted to VDH")

- ❏ Outside Employment Policy (no action required unless changes to documentation on file)
- ❏ Additional Documentation as Required (Upload documentation of COVID-19 related closures/changes and any Meal Pattern Flexibility Waiver Requests as needed)
- ❏ Day Care Home Providers (no action required unless expired)
  - ❏ License, registration, or fire and health or occupancy permits (no action required unless expired or changes to documentation on file)
    - ❏ For applicable subsidy providers, ensure that all monitoring documentation as required by CACFP-049 is uploaded.
  - ❏ Unlicensed, Subsidy Only Providers: Subsidy Vendor Agreement

- ❏ **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
  - ❏ Upload documentation of any new providers added as Tier 1 due to Waiver #93
  - ❏ If applicable, upload a subsidy provider monthly submission list.

- ❏ **Provider Application(s)**
  - ❏ Review and verify provider applications are current and up to date.

- ❏ **Submit for approval**

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