New Site Checklist

(Forms or Instructions for the following items are found in the Sponsor Section or in the Resource Library under the Multisited section.)

_____ CACFP Site Status Change Form

_____ National Disqualification Search Information

_____ License or License Exempt information (*school districts are exempt*)

_____ Unaffiliated Site Permanent Agreement, if applicable

_____ Preapproval Monitoring Form *(Made available at the Approval visit)*

_____ Policy & Procedures *(If a new Sponsor or Policies have been updated)*
- Site Policies
- Appeal Procedures
- Seriously Deficient Procedures
- Sponsoring Organization Policies
- Job Descriptions - Director, Cook, and Monitor *(if new but will eventually need for anyone with CACFP duties)*

_____ VCA Document *(New Sponsors Only)*

AT-RISK *(ADDITIONAL DOCUMENTATION)*

_____ Low Income Report information showing the site is in a location over 50% Free & Reduced
- Use the latest low income report located in the Resource Library

_____ Area Map *(School are exempt from providing any documentation)*
- If in OKC or Tulsa PS district, use the district's website to find the school sites. If in another location, you can use the website hometown locator

_____ School District's current year calendar showing first day and last day of school

_____ Bell Schedule *(schools only)*

AT-RISK RENEWAL

Annual documentation required to be submitted in order for your application to be approved.

_____ School District's current year calendar showing first day and last day of school

_____ Bell Schedule *(schools only - Must be submitted in August when school starts)*

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Low income report, submit once every 5 years