[](https://sde.ok.gov/)

**Child Nutrition Programs (CNP)**

**Child and Adult Care Food Program (CACFP)**

**Proof of Ownership Chart**

The individual who can submit or certify the VCA or application is any person listed on the proof of ownership documentation.

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| --- | --- | --- |
|  | Required Documentation | |
| **Entity Type** | **Employer Identification Number (EIN), or Taxpayer Identification Number (TIN)** | **Additional Documentation** |
| Sole Proprietor | Any correspondence or documentation with the **pre-printed EIN or TIN and name** of business entity or individual from the Internal Revenue Service (IRS) |  |
| Corporation | Any correspondence or documentation with the **pre-printed EIN and name** of the business entity from IRS. | 1) A copy of the certificate of incorporation; and  2) corporate meeting minutes or letterhead stationery listing members and officers of the board of directors of the corporation; and  3) if applicable, a statement on letterhead stationery authorizing another person to obligate the business entity. |
| Limited liability company (LLC) | Any correspondence or documentation with the **pre-printed EIN and name** of the business entity from IRS | 1) A copy of the certificate of Limited Liability; and  2) company meeting minutes or letterhead stationery listing the members of the LLC; and  3) if applicable, a statement on letterhead stationery authorizing another person to obligate the business entity. |
| Private Non-Profit Organization | Any correspondence or documentation with the **pre-printed EIN or TIN and name** of business entity or individual from the Internal Revenue Service (IRS) | 1) Documentation of 501(c)(3);  2) If required, copy of most recent 990/990-EZ/990-N;  3) board meeting minutes or letterhead stationery listing the members of the organization; and  4) if applicable, a statement on letterhead stationery authorizing another person to obligate the business entity. |
| Other (only designate a school or church as other if they are NOT an entity type listed in previous categories) | Any correspondence or documentation with the **pre-printed EIN** and name of business entity from IRS | A statement on letterhead stationery listing the names and title of the person has authorization to obligate the business entity such as:   * Military-base commander or designee. * School-superintendent, president, principal, dean of college, or division that administers the program. * Tribal-chief, governor, assistant chief, business manager, or tribal council member. * Church-pastor, business manager, or member of the governing board. |