

WV CACFP Annual Information Confirmation Requirements and Additional Information

for Participating Institutions

Introduction:

The Healthy, Hunger-Free Kids Act of 2010 (the Act), Public Law 111-296, modifies the requirements for the periodic submission of renewal applications by institutions participating in the Child and Adult Care Food Program (CACFP). Section 331 of the Act stipulates that institutions will no longer be required to re-apply after submitting the initial application; rather, they will be required to submit annually information as described below. [NSLA Sec. 17(d)(2)(A)(iii) and [Policy Memo CACFP 19-2011](#) (April 8, 2011)]

I. Single Certification

A single certification that any information previously submitted to the State to support all of the eligibility requirements set forth in 7 CFR §226.6(b)(2) for the institution, its facilities and all of its current principals is current, or that the institution has submitted any changes or updates to the State. This certification must address all required elements.

II. Licensing information of facilities

Updated licensing information for each independent center and facility participating in CACFP (this represents no change from current regulations at 7CFR §226.6(f)(1)(vi)).

III. Budget

For sponsoring organizations, a budget for the upcoming year and, a budget for independent centers , if an independent center needs to change their budget they may or if the budget does not need to be changed it can remain the same(this represents no change from current regulations at 7 CFR §§226.6(f)(1)(iv) and 226.6(f)(3)(iv)(A)).

IV. Annual Responsibilities

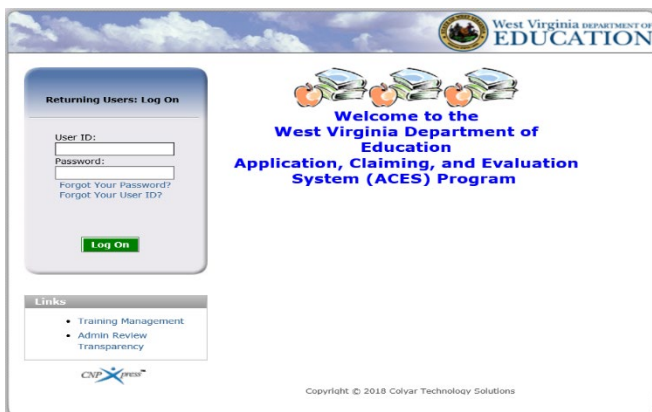
All annual responsibilities contained in 7 CFR §226.6(f)(1) continue to apply.

Renewal Process:

Process needs to be completed by September 30

I. Training completion

1. Every year key staff member from institutions and facilities must complete and pass the on-line training before initiating the renewal process. You must log into ACES through the following link: wwaces.com. The following screen will pop up
2. The login screen still provides a **Training Management** link, which allows users to register for WVDE OCN trainings. Each time a new training is offered, WVDE OCN will email detailed instructions and screenshots on how to register for the training.

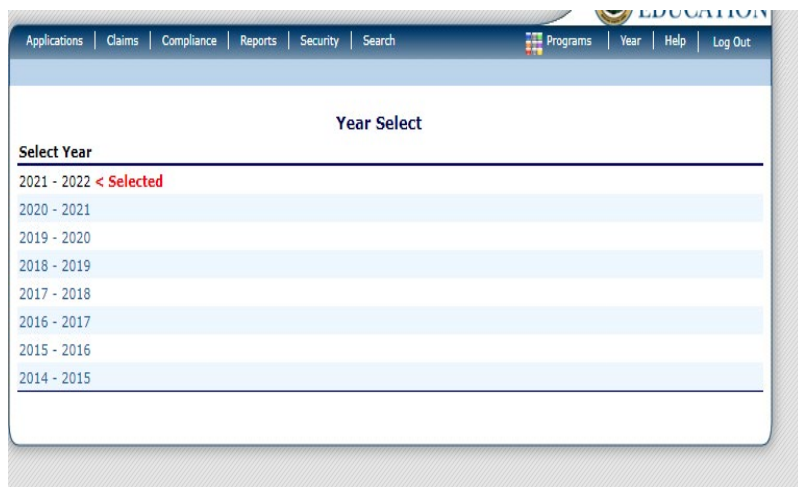


The screenshot shows the login interface for the West Virginia Department of Education's ACES program. At the top, the WVDE logo and name are displayed. Below this, there's a 'Returning Users: Log On' section with fields for 'User ID:' and 'Password:', a 'Log On' button, and links for 'Forgot Your Password?' and 'Forgot Your User ID?'. To the right, a welcome message reads: 'Welcome to the West Virginia Department of Education Application, Claiming, and Evaluation System (ACES) Program'. At the bottom left, a 'Links' section includes 'Training Management' and 'Admin Review Transparency'. The bottom right corner contains the copyright notice: 'Copyright © 2018 Colvar Technology Solutions'.

CACFP 2020-2021 On-line Annual Training

<https://wvnutritiontraining.com/>

Once logging into Aces you will see "Select Year" and that will take you to the next step



The screenshot displays the 'Year Select' screen within the ACES system. The top navigation bar includes links for 'Applications', 'Claims', 'Compliance', 'Reports', 'Security', 'Search', 'Programs', 'Year', 'Help', and 'Log Out'. The main heading is 'Year Select'. Below this, a table lists the available years for selection:

Select Year
2021 - 2022 < Selected
2020 - 2021
2019 - 2020
2018 - 2019
2017 - 2018
2016 - 2017
2015 - 2016
2014 - 2015



- a. Once you select a program, you will see all of the navigation options for the program located at the top of the screen. In this example, we selected CACFP.



Child and Adult Care Food Program

If you have questions or need help with errors, email Tracy Sayre, trcsayre@k12.wv.us for Centers, Jamie Chapman, jamie.chapman@k12.wv.us for DCH, or Travis Legg, tlegg@k12.wv.us.

Claims are due no later than 10 calendar days after the end of the claim month.

- b. Selecting **Applications**, on the left side of the dark blue menu bar, will bring you to this screen. You should see the FY you are confirming information.



You must access the corresponding renewing packet based on your type of program, CACFP Sponsor will choose “Application Packet Center”
FDCH Sponsors will choose “Application Packet DCH Sponsor”

Note: Advance Request is only for Family Day Care Homes and not Child Care Centers.

- c. Once you are on the Application screen that best suits your institution, select the Program Year you wish to access. The updated ACES shows both the program year and the actual date range. To begin the renewing process for the corresponding Program Year, simply click on **the FY** you will provide annual information confirmation.

Program Year	Date Range	Application Packet
2018 - 2019	10/01/2018 - 09/30/2019	Not Started
2017 - 2018	10/01/2017 - 09/30/2018	Application Packet on File
2016 - 2017	10/01/2016 - 09/30/2017	Application Packet on File

- d. You will be directed to the “**Application**” **Packet** screen. You will be able to see the following sections:
“**Sponsor Application**”.

Board of Directors/Principals (this is only required for non-profits centers).

Sponsor Budget Detail is your budget for the program year.

Sponsor Management Plan is the Program Year Management Plan.

Food Production Facility is if you purchase meals from another place. In the old version of ACES, this was labeled as “Vendor” and was located at the bottom of the Site Application. The **Food Production Facility** link is where Vendor information is now entered. The information entered here will appear in a dropdown box in the site application.

Checklist is the Supporting Documents. This must be completed after all of the site applications are entered.

At the bottom of the screen is where you complete your site applications.

Child and Adult Care Food Program

West Virginia Department of EDUCATION

Applications | Claims | Compliance | Forms | Security | Search

Year | Help | Log Out

Applications > Application Packet - Centers > Program Year: 2018 - 2019

Application Packet Sponsor of Affiliated Sites

51140 Status: Active
Little Place
 DBA:
 4 Grant St.
 Petersburg, WV 26847
 County: Grant
 FEIN: 55-0596495

Packet Submitted Date:
 Packet Approved Date:
 Packet Original Approval Date:
 Packet Status: Not Submitted

Action	Form Name	Latest Version	Status
View Modify	➡ Sponsor Application	Original	Pending Validation
Add	➡ Sponsor Certification		
Add	➡ Board of Directors/Principals		
Add	➡ Sponsor Budget Detail		
Add	➡ Sponsor Management Plan		
Details	Food Production Facility		No Facilities
Details	Checklist		
View	Application Packet Notes for Sponsor		

	Approved	Pending	Return for Correction	Denied	Withdrawn/Closed	Error	Total Applications
Site Application(s)	0	1	0	0	0	0	1

< Back Submit for Approval Withdraw Packet

Show Packet History

1. Sponsor Application /Single Certification

As indicated above, the information in the application rolls over from the prior year. You don't need to make any new entries unless some of the information may have changed. If all previously provided information on the Sponsor application remains current and after you may have updated some data, you will only need to answer the single certification section that begins after item 60 and ends before the section for Internal Use only.

The single certification will prompt you to answer the elements that are required per CACFP-19-2011.

- The management plan on file with the State agency is completed and up to date. (Multi-site sponsors are required to complete monitoring three monitoring dates for each site).
- For SO only, no sponsored facility or principal of a sponsored facility is currently on the CACFP National Disqualified List (NDL)
- For SO only, the outside employment policy most recently submitted to the State agency (SA) remains current and in effect
- The names, mailing addresses, and dates of birth of all current institution principals have been submitted to the SA
- The institution itself, and the institution's principals, are not currently on the CACFP NDL
- The list of any publicly funded Programs institution and principals have participated in the past seven years is current
- The institution itself, and the institution's principals, have not been determined ineligible for any other publicly funded Programs due to violation of that Program's requirements in the past seven years
- No principals of the institution have been convicted of any activity that occurred during the past seven years and that the indicated a lack of business integrity
- The institution is currently compliant with the required performance standards of financial viability and management, administrative capability, and Program accountability as described in 226.6(b)(2)(vii).

Applications	Claims	Compliance	Reports	Security	Search	Programs	Year	Help	Log Out
Applications > Application Packet - DCH Sponsor >						Program Year: 2021 - 2022			
Application Packet Day Care Home Sponsor									
51212 Status: Active Central Child Care of WV Inc DBA: 5098 W. Washington St. Suite 405 Cross Lanes, WV 25313 County: Kanawha FEIN: 23-7316457 WVOASIS: 000000158780						Packet Submitted Date: 01/25/2022 Packet Approved Date: 01/25/2022 Packet Original Approval Date: 10/04/2021 Packet Status: Approved			
Packet Assigned To: Jamie Chapman									
Action	Form Name	Latest Version	Status						
View Revise	✓ DCH Sponsor Application	Rev. 1	Approved						
Revise Details	✓ DCH Board of Directors/Principals	Original	Approved						
View Revise	✓ DCH Budget Detail	Original	Approved						
View	✓ DCH Management Plan	Original	Approved						
Details	✓ Checklist Summary (57)								
Details	Application Packet Notes								
View	Application Packet Notes for Sponsor								
Details	Attachment List								
	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications		
Provider Application(s) ✓	57	0	0	0	3	0	57		
< Back Submit for Approval Approve Return Deny Status Reset									

Show Packet History

2. Licensing Information of facilities

- a. Return to the Application Packet's screen and go to "Site Applications" at the bottom of the page. Your site or sites will show up, for each site that you have, sponsors will have to update question 13 based on current enrollment and questions 20 and 21 on license information

Site Information

13. Site Type (Check all that apply):	Free Enrollment	Reduced Enrollment	Paid Enrollment	Total Enrollment
☐ Adult Care				0
☒ Child Care	49	20	25	94
☐ Head Start				0
☐ Outside School Hours				0
☒ At-Risk Afterschool Care Center	60			60
☐ Emergency Shelter				

14. Select the grade groups served by your center:

☒ Infant (under 1 year of age)

☒ Toddler (1 to 2 years of age)

☒ Pre-School (3 to 5 years of age)

☒ School Age (6 to 12 years of age)

☐ Adults (18 and Up)

15. Health Inspection Date:

16. Fire Inspection Date:

License Information - Site Operating License

17. Type of License:	WVDHHR Child Care License
If other, enter type:	
18. License Number:	30072087
19. License Capacity:	56
20. Expiration Date:	03/03/2021
21. Approved Date:	03/01/2017

Schedule

- b. Check the "Certification" box at the end of every site to ensure all information is accurate.

3. CACFP Budget

The CACFP budget should be based on the center's projected enrollment, and meals claimed for the upcoming program year as well as the USDA's meal and snack reimbursement rates. Agencies must adhere to their approved ACES budget or submit and receive approval in the ACES for additional revisions prior to exceeding any budget line. The institution would need to use the forms entitled Budget Worksheet and Request for Specific Prior Written Approval to support the budget development process. These forms must be uploaded into the Checklist section at the Application Packet's screen (find the forms as attachments)

- a. For renewing centers, the 1st step in budget development would be to obtain historical information for the CACFP operations from the prior year. This information should be easy to obtain from the CACFP Claim Page under the Monthly Reimbursement Report. Actual revenues and expenditures for the prior year will be the starting point for the next year's budget. Analyze the information obtained during your review of prior year operations and determine whether there are any anticipated changes to how you will be operating the CACFP this year. For instance, if you will be hiring an additional Monitor, or will experience an increase in enrollment then salary expenses and meal reimbursement and food expenses should be adjusted accordingly.

- **Note:** Remember the amount of dollars you enter in line item 1

A. PROJECTED REIMBURSEMENT/ALLOWABLE COSTS				
1.	PROJECTED ANNUAL CACFP MEAL REIMBURSEMENT Do not include cash-in-lieu payments. Reimbursement to be dispursed in CACFP funded column towards budget costs. It is suggested that CACFP reimbursement be first applied for food costs.	\$		
2.	ALLOWABLE ADMINISTRATIVE COSTS FUNDED BY CACFP (no 1. multiplied by 15%) Multi-site Sponsors CACFP funded administrative costs cannot exceed 15% of the Annual CACFP Reimbursement.		\$0.00	
B. Operating Costs		CACFP Funded	Non-CACFP Funds	Annual Budget
1.	Food (costs for meals/snacks that are self prepared or vended)	\$	\$	\$0.00
2.	Food delivery or transportation of foods (shopping)	\$	\$	\$0.00
3.	Non Food (disposable plates, cups, cleaning supplies, etc)	\$	\$	\$0.00
4.	Food Preparation/Labor	\$	\$	\$0.00
5.	Purchased Services	\$	\$	\$0.00
6.	Equipment (rental, lease, purchase, etc)	\$	\$	\$0.00
7.	Other (kitchen rent or utilities, etc)	\$	\$	\$0.00
Total Operating Costs		\$0.00	\$0.00	\$0.00
C. Administrative Costs				
1.	Management Salaries	\$	\$	\$0.00
2.	Fringe Benefits	\$	\$	\$0.00
3.	Monitoring Salaries	\$	\$	\$0.00
4.	Clerical Salaries	\$	\$	\$0.00
5.	Travel/Training	\$	\$	\$0.00
6.	Communications (internet, postage, phone, fax, etc)	\$	\$	\$0.00
7.	General Office Supplies (paper, printing, etc)	\$	\$	\$0.00
8.	Contracted Services (accounting fees, equipment lease, etc)	\$	\$	\$0.00
9.	Other (please specify)	\$	\$	\$0.00
Total Administrative Costs		\$0.00	\$0.00	\$0.00
Total Program Cost		\$	\$	\$

“PROJECTED ANNUAL CACFP MEAL REIMBURSEMENT” “needs to be disbursed in the “CACFP Funded Column” for the exact amount. Independent center only presents a budget for operating costs. In the case of SOs of centers the amount in item 1 and 2 shows the total forecasted reimbursement and the 15% administrative funds available, respectively. The SO of centers can budget 85% of funds for operating costs and 15% of funds for administrative expenses.

- b. Important:** Sponsoring organizations of Centers must submit an administrative budget to the WVDE annually, and independent centers must submit budgets annually, however budgets can be revised when needed. Budget levels may be adjusted to reflect changes in Program activities. If the institution does not intend to use non-CACFP funds to support any required CACFP functions, the institution's budget must identify a source of non-Program funds that could be used to pay over claims or other unallowable costs., This would be located in the “NON CACFP FUNDS COLUMN” If the institution intends to use any non-Program resources to meet CACFP requirements.
- c. Key elements to remember:**
- i. Whenever the CACFP administrative budget include funds from non-CACFP, these funds must be properly identified in the budget. 226.6(f)(1)(iv) The institution must list the other sources of funding being used to support CACFP administrative or operation functions (from for-profit subsidiary, unrestricted grant funds, etc.).
 - ii. Include a cost allocation plan whenever the institution has multi Programs running at the same time and sharing the expenses of certain budget line items. **226.6(b) (1) (xviii) (A), FNS Instruction 796-2 (VII) (B).**
 - Allocation is the procedure used to determine the amount or percentage of cost charged to a particular function/activity or Program, based on the benefits received, not the source of funds available to pay for the cost. The institution must provide the State agency with the method it will use to assign or allocate these shared costs.
 - Some examples of costs that are shared among Programs are:
 - Depreciation and use allowances on buildings and equipment used for common purposes;
 - Costs of operating and maintaining facilities, equipment, and grounds;
 - Salaries for an office receptionist and central accounting staff; and
 - Payroll services.

- Cost Allocation Differs from Indirect Costs: Allocation divides a single cost by percentage of space or use. Indirect cost rates are developed by first pooling several costs, then dividing by a considered percentage.
- See FNS Instruction 796-2, Rev. 4 (Section VII B) for more information on the allocation requirements. Additionally, there may be instances when a SO administers various aspects of the CACFP. In that case, the SO must allocate its costs between CACFP activities. Guidance for Management Plans and Budgets Page 25 EXAMPLE: A sponsoring organization of both DCHs and unaffiliated centers spends 30 percent of monitoring time on DCHs and the rest of the monitoring time on centers. The allocated monitoring time for homes would be 30 percent and for centers would be 70 percent. See Part 3, Section D of this guidance for additional information on allocation plans and the Cost Worksheet in Part four, Section C for a sample form.
- You must attach the cost allocation plan in the Checklist section at the Application Packet's screen. The cost allocation plan must adequately describe how costs will be shared.

226.6(b)(1)(xviii)(A), FNS Instruction 796-2 (VII)(B) the costs in the budget must be properly allocated between CACFP and the rest of the organization's activities (i.e., only the share of the costs that benefit the Program are assigned to CACFP costs).

226.6(b)(1)(xviii)(A), FNS Instruction 796-2 (VII)(B)-(D)

Catholic Charities West Virginia Indirect Cost Allocation FYE: 6/30/2021														

- iii. Sponsor centers' administrative budget must be less than or equal to 15 percent of projected CACFP meal reimbursements to sponsored centers for the year. **226.6(f)(1)(iv), 226.7(g), and 226.16(b)(1)**
- iv. In case the administrative budget exceeds the 15% the budget must include an alternate source of funds sufficient to cover the difference or a waiver request. **226.16(b)(1) and 226.7(g);**

- v. If the sponsor operates both centers and homes the sponsor's total administrative budget request for both centers and homes must equal to or less than the sum of: the maximum earnings of administrative funds for FDCH sponsors **226.12(a)** plus up to 15 percent of the meal reimbursement earned by sponsored centers. **226.6(b)(1)(xviii)(C)(4)(IV), 226.12(a).**
- vi. All costs in the administrative budget must be administrative, not operating, expenses. **226.6(b)(1)(xviii)(A), FNS Instruction 796-2 (VII)(D) and 226.2**, definitions of "Administrative costs" and "Operating costs"
- vii. For SOs, the budget **and** management plan must demonstrate adequate resources devoted to the monitoring of facilities. **226.16(b)(1), 226.6(b)(1)(xviii)(B).**
- viii. Each budgeted cost must present supporting documents to justify the amount requested. 226.6(b)(1)(xviii)(A), FNS Instruction 796-2 (VII)(A)(3)(j)
 - Examples of documentation for **Funding Sources** include but are not limited to
 - bank statement from fiscal year-end
 - mathematical calculation of anticipated reimbursements
 - contribution letters or grant award documentation
 - historical data on how much fundraisers have generated
 - Examples of documentation for **Expenses** include but are not limited to
 - lease agreement
 - evidence of Insurance (COI, Declaration Page)
 - prior-year payroll data plus anticipated raises
 - quotes for anticipated purchases
 - Profit and Loss Statements
- ix. All costs in the budget must be allowable (i.e., reasonable, necessary, etc.). **226.6(b)(1)(xviii)(A)(3), FNS Instruction 796-2 (VII)-(VIII); and Exhibit A.**
- x. The budget must include an approved indirect cost rate, if applicable. Please upload the approved indirect cost rate in the Checklist section of the Application Packet's screen. **226.6(b)(1)(xviii) (A), FNS Instruction 796-2 (VII)(C)(2)(b)** and the indirect cost rate properly applied. **226.6(b)(1)(xviii)(A), FNS Instruction 796-2 (VII)(C)(2)(b)**
 - Indirect costs are those that are incurred for both CACFP operations and non-CACFP activities in which the institution may be involved, such as the cost of water and utilities that are on a shared meter for both the institution's CACFP and its non-CACFP activities. The institution must indicate in its budget, what method it will use to determine what portion of the total cost should be allocated to CACFP.

- Indirect costs are assigned through an indirect cost rate. An indirect cost rate is developed through a cost allocation rate proposal. The cost allocation rate proposal is used to show how costs are allocated between two or more Programs. The indirect cost rate is computed by dividing the indirect costs by a direct cost base of allowable and unallowable costs. SOs must submit a cost allocation rate proposal when indirect costs are listed in the budget.
- xi. **Identify if** any of the expenses in the budget result from less-than-arms-length transactions and, if so, provide supporting documentation for the evaluation of the SA to properly approve or deny (or, if the less-than-arms-length transaction involved a loan or other financing arrangement, will seek for FNSRO approval as well). **FNS Instruction 796-2 (VIII)(I)(17)(a)(1), 22(c)(2), 34(a), 36(d), and Exhibit B, pages 2 & 4.**
 - xii. Ensure there are adequate expenses budgeted for food costs according to your approved meal types and average daily attendance. Your profit and loss statements, procurement invoices, other, of prior FY are good sources to determine and forecast for food costs. **226.6(b)(1)(xvii)(A), FNS Instruction 796-2 (Exhibit B).**
 - xiii. Ensure there are adequate operating expenses budgeted for food service based on your approved meal types and average daily attendance. **7 CFR 226.6(b)(1)(xviii)(A), FNS Instruction 796-2 (VII)(D)(1)**
 - xiv. The sponsor may request the SA has approved any budget amendments after the budget. **226.7(g).** Amendment to the budget will be properly approved or disapproved in accordance with this procedure. **226.6(b)(1)(xviii)(A)(3), 7 CFR 226.7(g)**
- d. Food Production Facility” **IF YOU ARE SELF PREP DO NOT TOUCH THIS**

Child and Adult Care Food Program

West Virginia Department of Education

Applications | Claims | Compliance | Reports | Security | Search | Year | Help | Log Out

Applications > Application Packet - Centers > Food Production Facility List > Program Year: 2018 - 2019

Food Production Facilities

50916 Status: Active
Mother Goose Land Day Care Center
 DBA:
 401 West Virginia Avenue Site 1
 427 Buckhannon Pike Site 2
 Nutter Fort, WV 26301
 County: Harrison
 FEIN: 55-0553887

Facility Name	Status	Approved Date
There are no Food Production Facilities available.		

< Back Add Facility

- If you are purchasing food from another place then you will need to add this information in the Food Production Facilities section in the Application Packet. To begin, click the red Add Facility button.

4. Annual Responsibilities (226.6(f) Miscellaneous responsibilities)

(i) WVDE informs institutions that are pricing programs of their responsibility to ensure that free and reduced-price meals are served to participants unable to pay the full price;

(ii) WVDE provides to all institutions a copy of the income standards to be used by institutions for determining the eligibility of participant's free and reduced-price meals under the Program;

(iii) WVDE requires centers to submit current eligibility information on enrolled participants on the site application. §226.9(b);

(v) WVDE issues a statewide media release on behalf of all its institutions.

(vii) WVDE require each SO to submit verification that all facilities under its sponsorship have adhered to the training requirements set forth in Program regulations. The institutions comply with these instructions by completing training as instructed in the first step of the renewal process.

(viii) WVDE complies with the requirements of 226.6(f)(1)(viii) for tiering of day care homes

- For tiering determinations of day care homes that are based on school or census data, WVDE must ensure that SO of day care homes use the most recent available data, as described in [§ 226.15\(f\)](#).
- For tiering determinations of day care homes that are based on the provider's household income, WVDE must ensure that sponsoring organizations annually determine the eligibility of each day care home, as described in [§ 226.15\(f\)](#).
- WVDE requires each SO of FDCH to submit to the SA a list of FDCH providers receiving tier I benefits based on their participation in the SNAP. Within 30 days of receiving this list, WVDE will provide this list to the State agency responsible for the administration of the SNAP.

(ix) Comply with the requirements of 226.6(f)(1)(ix) for determining the eligibility of at-risk afterschool care centers

- WVDE must determine the area eligibility for each independent at-risk afterschool care center. WVDE must use the most recent data available, as described in [§ 226.6\(f\)\(1\)\(ix\)\(A\)](#).
- WVDE must determine the area eligibility of each sponsored at-risk afterschool care center based on the documentation submitted by the SO in accordance with [§ 226.15\(g\)](#). The SO must download and complete the addendum form for at-risk centers and upload the completed form to the checklist section in the Application Packet's screen for the review and approval by WVDE. This addendum must be kept filed in the checklist section though the term of its validity (5 years). Once the information doesn't keep current, the SO must submit an updated addendum form.
- WVDE must determine whether the afterschool care programs of at-risk afterschool care centers meet the requirements of [§ 226.17a\(b\)](#) before the centers begin participating in the Program.

Attachment 1: Budget Worksheet

Reference: FNS-798-2 rev 4, Exhibit I

1. Administrative Labor - Salaries							Subtotal	Total
Title of Position	Specific Program Duties	# of Positions	Hourly Wage	Management	Site Monitoring	Clerical		
				0.00		0.00		
				0.00	0.00	0.00		
				0.00	0.00	0.00		
				0.00	0.00	0.00		
				0.00	0.00	0.00		
				0.00	0.00	0.00		
				0.00	0.00	0.00		
				0.00	0.00	0.00		
				0.00	0.00	0.00		
Total				0.00	0.00	0.00	0.00	
Items requiring Specific Prior Written Approval are shown in Yellow Fill color.								
Compensation to members of nonprofit institutions: trustees, associates, officers, or immediate family thereof								
Stipends to compensate board members for the cost of attending corporate meetings when program business is discussed								
Any change in an institution's compensation policy that results in a substantial increase in the institution's level of compensation to an individual or all employees								
							Subtotal	0.00
2. Administrative Labor - Benefits and Other Compensation: Attach your written employee compensation plan if changed.								
Employer Tax Withholding:								
Health Insurance:								
Life Insurance:								
Retirement:								
Incentive Payments and Awards:								
Overtime, holiday pay, and compensatory								
Severance Pay								
Deferred Compensation								
Other (Specify): Workers comp & unemployment 9.22%								
							Subtotal	0.00
3. Rental and Lease Costs (space and equipment): Attach copies of all lease agreements								
Office Space (Main):								
Office Space (Suboffices):								
Business Use of a Home:								
Equipment:								
Computer:								
Capital (Material Equity) leases								
Sale with lease back								
Less-than-arm's-length transactions								
Lease with an option-to-purchase								
Other (Specify):								
							Subtotal	0.00
4. Depreciation/Use Allowance (space and equipment): Attach depreciation schedules								
Depreciation of building owned by agency:								
Depreciation of Equipment:								
							Subtotal	0.00
5. Equipment - Direct Expensing (acquisition cost in excess of \$5,000): Itemize and attach procurement documentation								
Specify:								
							Subtotal	0.00
6. Travel Costs								
Facility Monitoring:								
Local Travel:								
Out of Town Travel (excluding conferences):								
							Subtotal	0.00
7. Communications Expense:								
Telephone-Local:								
Telephone-Long Distance:								
Fax:								
Cell Phones:								
Pagers:								
Internet Access:								
Postage:								
							Subtotal	0.00
8. Materials and Supplies								
Office Supplies								
Durable Supplies (i.e. equipment acquisition cost less than \$5000):								
Computer Software:								
							Subtotal	0.00
9. Publication, Printing and Reproduction								

Outside Printing:		
Photocopying:		
Newsletter:		
Subtotal		0.00
10. Advertising and Public Relations Costs		
Procurement:		
Personnel Recruitment:		
Outreach:		
Subtotal		0.00
11. Participant Training and Other Participant Support Costs		
Provider Training:		
Outside Speakers:		
Refreshments:		
Training Materials:		
Calendar Keepers:		
Nutrition Education Materials:		
Appeal Costs:		
Subtotal		0.00
12. Meetings and Conferences (Include travel cost)		
Specify: WVDE required meetings		
Subtotal		0.00
13. Membership, Subscriptions, and Professional Organization Activities		
Specify: TSA		
Subtotal		0.00
14. Insurance: Attach copies of policies		
General Liability		
Worker's Compensation		
Subtotal		0.00
15. Audit		
Subtotal		0.00
16. Day Care Home Licensing Standards Costs		
Supplies, e.g. smoke detectors and fire extinguishers		
Minor alterations, like adding handrails		
Fire and Safety Inspection costs and licensing fees		
Subtotal		0.00
17. Records Retention Costs		
Off-site Storage:		
Subtotal		0.00
18. Legal Expenses and Other Professional Services		
Specify each:		
Subtotal		0.00
19. Purchased Services - Other		
Equipment Maintenance:		
Payroll:		
Computer Hardware/Software Support:		
All less-than-arms-length transactions		
Maintenance and service repair contracts on program equipment		
All other purchased services		
Subtotal		0.00
20. Other:		
Accounting		
Administrative Appeal Costs		
Bonding Costs		
Contribution and Donation Costs		
Costs required to make goods or services donated to the institution usable for the program		
Criminal and Civil Proceedings, Claims, and Appeals		

	Employee Morale, Health and Welfare Costs and Credits	
	Facilities and Space Costs (including utilities and maintenance)	
	Gas:	
	Electric:	
	Oil:	
	Janitorial:	
	Trash Removal:	
	Snow Removal:	
	Interest, Fund Raising, and Other Financial Costs	
	Stop Payment Charges	
	Program account reconciliation and analysis fees	
	Interest incurred for nonprofit private institutions on institutional debt	
	Management Studies	
	Proposal Costs	
	Taxes (excluding employee withholding taxes)	
	Property Taxes:	
	Termination Costs	
	Subtotal	0.00
21.	Total Direct Costs	0.00
22.	Indirect Costs - Include a copy of the approved Indirect cost rate agreement between your agency and the cognizant Federal agency	0.00
	Total	0.00

Attachment 2: Request for Specific Prior Written Approval



1900 Kanawha Boulevard, East, Building 6 • Charleston, WV 25305
wvde.us

Request for Specific Prior Written Approval [SPWA]

All Child and Adult Care Food Program (CACFP) administrative costs require some form of prior written approval. Costs requiring specific prior written approval must be submitted on this form.

Costs requiring specific prior written approval are not customarily incurred in the routine operation of the CACFP but can sometimes be necessary and reasonable for proper and effective Program operations. The institution must specifically identify and request approval of these costs during the annual budget approval process or submit a separate request to the State agency. Approval of a budget line item does not constitute adequate specific written prior approval for these costs. Whether submitted during the budget approval process or separately, the State agency must approve or deny the requested cost in writing. Since a cost requiring specific prior written approval is an amendment to the institution's budget, the timeframes established in 7 CFR 226.6(b)(10) apply. The State agency must approve or deny a complete and correct request within 30 days of receipt. Approval of cost is never a guarantee of funding. Additional requirements may apply. Reference: USDA FNS Instruction 796-2, Rev. 4.

A partial list of SPWA required budget item includes:

Labor costs (substantial increase in the institution's level of compensation, use of excess funds for increases in salaries or Fringe benefits costs), travel/training, communications, general office supplies, contracted services (accounting fees, equipment lease, etc.) and other (office, rent, utilities, etc.) Find a complete list at FNS 796-2 rev 4, Exhibit I.

Name of Sponsoring Organization _____

Budget Line Item: _____ Total Cost \$ _____

Item or Service: _____ Total from CACFP \$ _____

Justification/Description/Purpose/Use:

This request for approval is required by USDA Food and Nutrition Services Guidance 796-2 Rev.4 and does not constitute a State supervisory role of the Sponsorship or its employees or establish an employee/ employer relationship between the Department and the Contractor, or the Contractor's employees.

Signature of Sponsor's Authorized Representative _____ Date _____

Approved by State Agency: _____ Date _____

W. Clayton Burch
State Superintendent of Schools

L. Paul Hardesty
President, West Virginia Board of Education