



**Department
of Education**

Mike DeWine, Governor
Dr. Stephanie K. Siddens, Interim Superintendent of Public Instruction

TO: Child and Adult Care Food Program Potential New Sponsors

FROM: Brigette Hires, PhD, Director, Office of Nutrition

DATE: January 2017, revised March 2022

RE: Process for New Child and Adult Care Food Program Sponsor Applications

In accordance with the regulations set forth by the United States Department of Agriculture (USDA), a sponsor choosing to participate in the Child and Adult Care Food Program (CACFP) must complete the following process:

1. A potential new sponsor must complete and submit the potential new sponsor [survey](#) which is available online at the Ohio Department of Education webpage. This survey asks basic questions about a potential new sponsor's current operation to determine the type of program(s) the potential new sponsor is currently operating and their eligibility to participate. A potential new sponsor must be able to provide 12 full months of financial documents.
2. A representative from the Office of Nutrition will review the survey and respond with an email detailing the steps and documentation the potential new sponsor must complete to document the financial viability necessary to become a CACFP sponsor.
3. The potential new sponsor must return the financial viability information to the Office of Nutrition. The email address for document submission will be provided in the email referenced in number two above.
 - a. Any missing or incomplete documents submitted will be returned for correction. Only complete packets will be accepted. The Office of Nutrition may, at its discretion, request additional information to finalize the financial viability assessment.

- b. If a potential sponsor does not meet the financial viability standard, the Office of Nutrition will send a denial letter to explain the deficiencies.
- c. If the sponsor appeals the denial decision and the denial decision is upheld, the sponsor may not use the identical information to reapply for the program. When submitting a new application, the sponsor must summarize and highlight the changes made to the financial viability documentation.

USDA Nondiscrimination Statement:

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
2. fax: (202) 690-7442; or
3. email: program.intake@usda.gov.

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