

Adult Care Food Program Renewing Institution Application Checklist

Name of Institution:		Contract Number:
Materials	Submitted	Instructions
1) Application		Update the Application Online
2) Food Service Contract, Memorandum of Agreement, ITB		<p>Self-Prep: Submit an inspection report, current food license, 28-day menu cycle, and food service manager certification.</p> <p>Central Kitchen: Submit an inspection report, current food license, 28-day menu cycle, foodservice manager certification, MOA, and Debarment Form.</p> <p>Caterer: Submit an inspection report, current food license, 28-day cycle menu, foodservice manager certification, Catering contract, Debarment Form, MOA, and ITB.</p>
3) Copy of License, Contract, or Certificate		<p>Adult Day Care: Submit a copy of a current adult day care (AHCA) license.</p> <p>Mental Health Day Program: Submit a copy of a current contract.</p> <p>Developmental Services Program: Submit a copy of a current Home and Community-based Service Provider Certificate.</p>
4) Copy of News Release with Free and Reduced Policy Statement		<ul style="list-style-type: none"> Submit a copy of the form to the Department. Submit proof of the public news release. Complete the form and submit it to the media for broadcasting or printing.
5) Menu-Menu Template		Submit a 28-day cycle for each meal/snack using the menu template. Check that the menu complies with the Adult Meal Pattern.
6) Board of Directors Form		Submit the completed form, which must include the date of birth for everyone listed on the form.
7) Certification of Business Integrity		Submit a copy of the completed form.
8) Outside Employment Policy- Only for Multi-Sites		Submit a copy of the outside employment policy if your organization is a sponsor of multiple facilities.
9) ACFP Annual Information Certification Form		Submit a signed and completed form.
10) AHCA Medicaid Provider Letter		Submit a copy of your organization's AHCA Medicaid Provider Letter with provider number.
11) Supplemental Budget Request Form		Submit a signed and completed form, if applicable.
12) Sponsor Monitoring Tracking Schedule - For Multi-Site Providers only		Submit Scheduled Site Monitoring Tracking Form completed for all Sponsored Sites. This is only for organizations that manage multiple centers.
13) Online ACFP Training Certificates		Submit the ACFP Provider Certificates. All renewing providers must submit a " All Core Trainings " Certificate and a " Renewing Provider " Certificate. Sponsoring Organizations must also submit a " Sponsoring Organizations " Certificate. Trainings will be sent to the POC's email shortly.

Forms provided by the Adult Care Food Program are highlighted in gray.