

SITE INFORMATION SHEET

(ISBE FORM 69-45)

A Site Information Sheet (ISBE Form 69-45) must be completed for each location participating in the CACFP. Additional Site Information Sheets are available on our website http://www.isbe.net/nutrition/pdf/69-45_site_info_sheet.pdf . Follow instructions carefully.

Leave Blank

Fiscal Year, Agreement Number, and Type—These areas will be completed by this office when the application is received.

Complete the Following Areas

1. *Official Name of Site*—Enter the official name of the site as registered on tax documents.
2. *Name of Sponsor*—Repeat name of institution as entered on the Application for Sponsor or Sponsoring Organization document.
3. *Contact Person*—Person located at the site on a daily basis and serves as a reference if information or clarification is needed for the site.
4. *Phone*—Number of the phone located at the site.
5. *Fax*—Number of the fax located at the site.
6. *County*—County where the site is located.
7. *Address of Site*—Physical address of site.
8. *Mailing Address*—Leave blank if mailing address is the same as the physical address listed in number 7. The mailing address is used to mail information directly to sites.
9. *Legal Entity Question*—Complete question A or B. If you marked question B, move to questions 1 and 2. Supply the necessary information.
10. *Eligibility*—Check the eligibility status of the site.
 - Public Entity is any Federal-, state-, city-, or township-owned facility (example: state college, public school district, municipal park) receiving tax dollars.
 - Not-for-Profit, Federal Tax-Exempt is any institution with a letter from the U.S. Department of Treasury Internal Revenue Service (IRS) recognizing their exemption under Section 501(c) (3) of the Internal Revenue Code. This institution must continue to comply with IRS requirements for Federal tax-exemption. Institutions selecting not-for-profit status must supply a copy of their organization's 501(c) (3) not-for-profit designation as received from the U.S. Department of Treasury Internal Revenue Service.
 - Private for-Profit is an institution operating on a for-profit basis. For-profit institutions are permitted to sponsor only for-profit sites. Sites must have at least 25 percent of their enrollment or 25 percent of their license capacity receiving subsidized child care

benefits, or have 25 percent of their enrollment eligible for free or reduced-priced meal benefits.

Complete the form titled *Documentation of For-Profit Eligibility Form* (ISBE Form 67-91). Complete and return with your application. **Be sure to attach all required documentation (copies of most current month subsidized billing sheets with number of days children attended or completed free and/or reduced Household Eligibility Applications to verify eligibility for each site.**

If calculating 25 percent eligibility using enrollment figures, submit your enrollment roster.

11. *DCFS License Expiration Date*—Include information when a DCFS (Department of Children and Family Services) license is required. Skip if this site is not licensed. If the site is exempt, send a copy of the DCFS license-exempt letter.
 - License Expiration Date—Provide the DCFS license expiration date as specified on DCFS license.
 - License Number—Provide the current DCFS license number.
 - License Capacity—Provide the capacity as specified on the DCFS license.
 - Age Range of Children at Facility—Enter the age range for children cared for at the licensed site specified on the DCFS license. If DCFS licenses the site for children over age 12 years of age, these children’s meals cannot be claimed for reimbursement unless the child is considered disabled.

12. *Number of Children Enrolled*—Provide information on the following:
 - Number of children 12 years and younger—Provide the number enrolled at the site.
 - Number of children 13 years to 18 years—Provide the number enrolled at the site. (Allowed only when applying for the At-Risk After-School Snack/Supper Program or Homeless Shelters.)

13. *Programs/M Meal Services*—Read this instruction completely. Incorrectly completing this section will cause problems when processing your organization’s Claim for Reimbursement.
 - Programs—Select the program(s) you wish to participate. Fact sheets explaining each program are available at http://www.isbe.net/nutrition/htmls/cacfp_new.htm. If you operate a DCFS-licensed child care center and care for children after school, we recommend you include all the children as part of the license capacity for the care center, and NOT an Outside School Hours Program (OSHP).
 - If you are a child care center and have center-based head start children enrolled, list the meal services of center children on the child care center line and separate the meal services of the Head Start children on the Head Start line. Submit a copy of the Health and Human Services Head Start Award Letter, which lists the number of Head Start funded slots.
 - The At-Risk After-School Snack/Supper Program must be located in a geographic area served by a school in which 50 percent or more of the children enrolled are certified as eligible for free or reduced-price meals in the National School Lunch Program. To determine if you are eligible for the At-Risk After-School Snack/Supper Program, you may check the school’s eligibility by going to our website at www.isbe.net/nutrition. Choose *Data and Other Useful Information*, click on *Free and Reduced-Price Meal Eligibility Data*. Scroll down to *Free and Reduced-Price Meal Eligibility Data—Excel Spreadsheet*, click on the most current year available to open the Excel spreadsheet.

Find the school on the list located closest to your program's address. The percentage eligible is in the last column.

**At-risk After-School Snack/Supper Program Verification Document (ISBE 63-82) Complete this form for each At-risk After-School site. *EXCEPTION:* After-school programs operating in a public school are exempt from this requirement when that same school is used to meet the area eligibility.

☉ Meal Services—Mark the appropriate meal services for each program type. Remember reimbursement may be claimed for two meals and one supplement (snack) OR one meal and two supplements (snacks) per child per day. The At-Risk After-School Snack/Supper Program may offer one snack and one supper per child per day. Homeless shelters may offer children up to three meals OR two meals and one supplement per day.

- Place a **1** in the meal box to request permission to claim reimbursement for this meal service period.
- Place a **2** in the meal box **only** when the same meal service is offered to two different groups of children, which will cause the meal count for that meal service to go over the license capacity. This applies only to DCFS-licensed facilities. An example of an institution needing a **2** in this box is split-session Head Start. The children in the morning session eat lunch before leaving for the day. The afternoon children are served lunch upon arrival. The number of children attending their respective programs never exceeds the license capacity at any given time; however, the number of meals claimed for lunch does exceed the license capacity. Another example is when a child care center cares for school-age children after school. Both the young children and school-age children would receive an afternoon snack. The young children might receive the afternoon snack around 2:30 p.m. before they begin leaving for the day. This opens slots in the license capacity for the school-age children. The school-age children arrive and receive their afternoon snack at 3:30 p.m. At no time does the number of children in the center exceed the license capacity; however, the afternoon snacks claimed for the day could exceed the capacity.

☉ Capacity/Enrollment—Write the license capacity or enrollment in the *Capacity/Enrollment* box.

- If the license capacity is divided between two types of programs, indicate how the children are distributed in the different programs. The total of the numbers entered cannot exceed the total license capacity. For example, a center is licensed for 100 children and operates both a child care center and Head Start Program. The number of licensed slots for the child care center is 70 and 30 slots for the Head Start Program.
- If the Head Start closes for the summer and the child care center operates at full capacity, you must let this office know the dates when all 100 children are cared for in the child care setting.

☉ License Required—Place a check in the *License Required* box when the program operates under a DCFS license. Leave blank if the facility does not require a DCFS license.

☉ Begin/End Date of Program—Enter the dates each program operates during the CACFP fiscal year October 1, 200X, through September 30, 200X.

- A childcare center probably would not close during the year; it would be open from October 1, 200X, to September 30, 200X.

- A Head Start might be open from October 1, 200X, to May 23, 200X, and reopen September 8, 200X, to September 30, 200X.
- The At-Risk After-School Snack Program can only operate during the school year, so an example might be October 1, 200X, to June 6, 200X, and August 18, 200X, to September 30, 200X.

14. *At-Risk Snack/Supper and Outside School Hours Program Requirements Only*—Mark appropriate boxes to designate the types of activities offered to children and the different inspections this site meets. **License-exempt sites, other than public or private schools, must have a license-exempt letter from DCFS and must provide copies of your most recent fire and public health inspections.**

15. *At-Risk After-School Snack/Supper Programs ONLY*—Provide the full name and address of the school that serves the area where this site is located. List if the school operates year-round.

****At-risk After-School Snack/Supper Program Verification Document (ISBE 63-82)** Complete this form for each At-risk After-School site. *EXCEPTION:* After-school programs operating in a public school are exempt from this requirement when that same school is used to meet the area eligibility.

16. *Days of Service*—Provide the exact number of days meals are offered each month beginning with October through the following September. Do not count holidays or other days when children are not in attendance.

Accurately recording the correct number of days is critical. The number of days childcare service is provided each month is the maximum number of days that can be claimed on the monthly Claim for Reimbursement.

17. *Days of Week Site Operates*—Check box for each day the program offers meals to children in attendance.

18. *Hours of Operation*—Specify the hours the center is open for care of children.

19. *Meal Preparation*—Indicate the way meals are prepared for the children.

- ☉ On-Site—Facility prepares its own meals and is inspected by the Illinois Department of Public Health.
- ☉ Central Kitchen—Meals are prepared in a central kitchen operated by the institution and transported to the facility for service to children.
- ☉ School Agreement—Centers, which receive meals from a public or private school, must sign a *School Agreement to Furnish Food Service* (ISBE Form 68-62). http://www.isbe.net/nutrition/pdf/68-62_school_agreement.pdf . The quoted meal rate(s) should be on a full-cost-recovery basis, including the value of government-donated commodities, if used in preparation. Meals included in this agreement must be claimed by your organization under the Child and Adult Care Food Program. These meals cannot be claimed by the school under the National School Lunch Program.
- ☉ Formal Bid Contract—This agreement is used by institutions whose annual meal purchases are MORE THAN \$100,000 and must competitively bid the contract. (ISBE Form 69-99 Bid-CACFP) http://www.isbe.net/nutrition/pdf/cacfp_invitation_for_bid.pdf
 - The Formal Bid Contract is an agreement used by institutions whose annual meal purchases are MORE THAN \$100,000.
 - Institutions must have their menus approved by this office and follow Federal competitive bidding procurement procedures for obtaining vended meals during a fiscal year as stated in the Invitation for Bid and Contract packet.

- Once the contract is established, it shall be in effect for one year and may be renewed by mutual agreement for four consecutive one-year periods.
- Small Purchase Agreement for Procurement of Vended Meals—The *Small Purchase Agreement for Procurement of Vended Meals* form (ISBE Form 67-89) http://www.isbe.net/nutrition/pdf/67-89_purchase_agreement.pdf. Institutions whose annual meal purchases are LESS THAN \$100,000 use this agreement.
 - Follow the instructions on the back of the small purchase agreement. Menu planning forms and a list of known vendors are available on the website.
 - The signed *Small Purchase Agreement for Procurement of Vended Meals* form must be submitted to the Illinois State Board of Education along with a copy of the following:
 - Vendor's most recent public health inspection report
 - Vendor signed *Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion Lower Tier Covered Transaction* (ISBE Form 85-34) <http://www.isbe.net/nutrition/pdf/debarment.pdf>.