

**CHECKLIST FOR APPLICATION PACKAGE FOR  
AFTER SCHOOL CARE SNACK PROGRAM FOR AT RISK CHILDREN**

<b>Form or Document</b>	<b>Requirement</b>	<b>Is Form or Document Enclosed? (Yes or No)</b>
HS-1970 Application Form	Must be completed and enclosed with your application package	
Budget	The budget attached to the HS-1970 Application Form must be completed	
Documentation of Federal Income Tax Exemption from Internal Revenue Service IRS)	Must submit a copy of letter from IRS if institution is private non-profit	
Documentation for Church Affiliated Applicant	Must submit letter from the Chairman of the Governing Board or Pastor which authorizes CACFP application, and a copy of letter for state sales tax exemption for church	
Documentation of Approval to Submit Application for Public or Private Non-Profit Institution	Must submit copy of minutes of Board meeting in which CACFP application was approved (state colleges and universities are exempt from this requirement)	
Documentation of Financial Viability	Except for Public (Governmental) Agencies, must submit at least one of four documents identified by HS-1970	
Documentation of Management Controls for Program Accountability	Except for Public (Governmental) Agencies, must complete the <b>Sample Form to Document Required Management Controls</b> and return it with application	

Checklist Completed By: \_\_\_\_\_

Name of Institution Official

\_\_\_\_\_

Date