

## Child and Adult Care Food Program Pre-award Compliance – New Sponsors

Sponsor Name	Sponsor Number	Program Year

Check the <b>one</b> sponsor type that applies to this Sponsor:	<input type="checkbox"/> Public Agency (Tax supported)	<input type="checkbox"/> Non-Profit IRS 501 (c) (3)	<input type="checkbox"/> For-Profit (Privately owned)
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<b>Civil Rights Compliance</b>	
<input type="checkbox"/> Yes <input type="checkbox"/> No	1. Does the Sponsor accept all participants regardless of race, color, age, sex, disability or national origin?
<input type="checkbox"/> Yes <input type="checkbox"/> No	2. Has the Sponsor ever been found to be in noncompliance of the civil rights laws by any Federal agencies?
3. Describe what efforts have been made to assure that minority populations have an equal opportunity to participate. <i>Examples: center's admission policies do not discriminate on the basis of race, age, sex, color, disability or national origin; center actively recruits minority populations; etc.</i>	
4. Describe what efforts have been made to contact minority and grassroots organizations about the opportunity to participate. <i>Examples: distribution of brochures and flyers; advertisements in minority publications; radio or television public service announcements; posters displayed in community facilities; speaker's bureaus; community outreach activities, etc.</i>	

### Support Documents

The following documents must be submitted by new institutions, as applicable:

#### Nonprofit organizations

- Letter from Internal Revenue Service (IRS) indicating the organization has nonprofit status. If the day care has a different name than the organization that has nonprofit status, this letter must state that it operates the day care and that the day care has the same legal identity as the nonprofit organization.

#### Public Agencies

- Letter on public agency letterhead stating that the organization is a public agency. If the day care has a different name than the public agency, this letter must state that the public agency operates the day care and that the day care has the same legal identity as the public agency.

#### Sponsors of Multiple Sites

- Copy of organization's outside employment policy. This policy must restrict other employment by employees that interferes with an employee's performance of Program-related duties and responsibilities, including outside employment that constitutes a real or apparent conflict of interest.

#### All organizations

- One of the following to demonstrate financial viability: profit and loss statement (most recent two months), statement of income and expenses (most recent two months), organization wide audit (most recent), or company's business plan.