Recipe for Success

Below is a listing of ingredients you will need to have available when you complete your application packet in order to have a successful submittal in the CNIPS system.

Sponsor Application

- Physical and Mailing Address of Sponsor
- Names, Emails, Phone , Cell and Fax Numbers of
  - Program Contact
  - Owner or Executive Director
  - Claim Preparer
  - Authorized Individual

Site Application(s)

- License Information
- Physical and Mailing Address of the site
- Directions to your site
- Date of First Claim Submission
- Center Contact name, Email, Phone, Cell and Fax Numbers
- Months/Days of Operation
- Meal Times
- Free, Reduced, Paid Membership Count from most recent claim

Checklist

- Program Labor
  - Total Gross Yearly Salary/Benefits
  - Yearly Salary Claimed to CACFP
- Task Responsibilities for CACFP Staff
- Outside Employment Policy
- Names of all State and Federal Programs Sponsor receives funds from

Budget

- Total CACFP reimbursement from last twelve claims
- Total Program Labor, Food Costs, and Non Food costs from last twelve claims

Board of Directors

- Owner(s) (FP) or Key Board Members (NP) Birthdates, **Home** Address , Phone/Cell Numbers , Email Address

Gather all of the important information you need to complete your application BEFORE you sign on. (Check the RECIPE FOR SUCCESS on the back of this tip sheet.)

Remember to SAVE your work every fifteen minutes. CNIPS will not save any information you have input into the system after it has been opened and unsaved for twenty minutes.

Call your ***APPLICATION CONTACT*** first if you have questions while completing your application packet.

Develop a system to track your password. Passwords need to be between 10-12 characters with at least one number, one capital letter, and one special character. Passwords will need to be changed every 60 days. Example: Hpotter100?