

Organizations use this form to show the submittal status of each document required in the application process for day care homes.

**SECTION I – ORGANIZATION INFORMATION**

1. Name of Organization:	2. CE ID:

**SECTIONS II – CONTRACTING ENTITY APPLICATION PACKET**

	Submitted in TX-UNPS	Attached
Contracting Entity Application – Day Care Homes	<input type="checkbox"/>	<input type="checkbox"/>
Contracting Entity Budget Detail – Day Care Homes	<input type="checkbox"/>	<input type="checkbox"/>
Budget Justification and Disclosure – Day Care Homes (upload document)	<input type="checkbox"/>	<input type="checkbox"/>
Board of Directors – Day Care Homes	<input type="checkbox"/>	<input type="checkbox"/>
Annual Audit	<input type="checkbox"/>	<input type="checkbox"/>

**SECTION III – CHECKLIST ITEMS: CE APPLICATION – DAY CARE HOMES**

	Attached
FND Permanent Agreement	<input type="checkbox"/>
Permanent Agreement Contracting Entity Specific Amendment	<input type="checkbox"/>
Vendor Direct Deposit/Advance Payment Notification Authorization (74-176)	<input type="checkbox"/>
Application for Texas Identification Number (AP-152)	<input type="checkbox"/>
A. Copy of document from the IRS that establishes your EIN	<input type="checkbox"/>
Contracting Entity Management Plan – Day Care Homes form, with attachments	<input type="checkbox"/>
A. Monitoring Staff Information – Day Care Homes form	<input type="checkbox"/>
B. Proof of IRS 501(c)(3) Tax Exemption	<input type="checkbox"/>
C. Organizational Chart	<input type="checkbox"/>
D. Day Care Home Appeal Procedures	<input type="checkbox"/>
Performance Bond	<input type="checkbox"/>
Pre-Award Civil Rights Compliance Review	<input type="checkbox"/>
Subcontractor Agreements	
A. Invitation for Bid and Contract for Purchased Meals (IFB)	<input type="checkbox"/>
B. Contract with a Public School for Meals	<input type="checkbox"/>
C. Sub-contractor and/or Consultant Agreements	<input type="checkbox"/>
Legal Documents	
A. Articles of Incorporation, Assumed Name Certificate, Certification of Formation (submit all that apply to your organization)	<input type="checkbox"/>
B. Government Issued ID for each principal of the contracting entity (applies to non-governmental contracting entities only).	<input type="checkbox"/>

C. Proof of Residential (Home) Mailing address for each principal of the contracting entity (applies to non-governmental contracting entities only)	<input type="checkbox"/>
Governing Body Awareness	<input type="checkbox"/>
Certificate of Authority	<input type="checkbox"/>
Other: Explain	<input type="checkbox"/>
Other: Explain	<input type="checkbox"/>

**SECTION IV – PROVIDER APPLICATION – DAY CARE HOMES AND CHECKLIST ITEM**

If you have more than one Provider Application and Checklist item to submit, attach a list by Provider Name and Provider ID (if known), using the below categories.

	<b>Submitted in TX-UNPS</b>	<b>Attached</b>
Provider Application – Day Care Homes	<input type="checkbox"/>	<input type="checkbox"/>
License, Registration or Documentation to Care for Children		<input type="checkbox"/>

**SECTION V - SIGNATURE**

Signature – Official of Organization	Date
Name (please type or print)	Title