

SFSP VCA Checklist applies to Private Non-Profits only	
	CE NAME / ID #:
Documentation received verifies the following:	Legal name on VCA checklist matches name submitted in TX-UNPS, name with Comptroller and SOS?
	Does the CE have an outstanding debt with TDA?
	Is the CE on the Serious Deficiency List?
	Does the CE have an outstanding audit?
	Is the CE or the organization on the NDL List?
	Is the CE or the organization on the TEXSL List?
	Is the CE or the organization on the SDL list?
	Is the CE in good standing with the Texas Comptroller?
	Is the CE in good standing with the Texas Secretary of State?
	Is there a 9 digit DUNS number listed on the CE profile in TX-UNPS?
Section I: Contracting Entity Information	
Name of Contracting Entity (CE) and documentation	Did the CE complete the Contracting Entity Information table on page 1 of the VCA checklist?
Section II: Organization's Background & Eligibility	
I. Non profit status:	Did the CE check appropriate non-profit status?
A. Did CE provide proof of the organization's 501 c3 status?	If non-profit, was IRS letter provided? If CE is a church, check N/A since 501 c3 status letter is not required.
B. Did CE provide all of their organization's documents that apply to them?	Did the CE provide of all organization documents that apply: Copy of Articles of Incorporation, Certificate of Formation, Assumed Name? If all documents that apply to organization were not received, mark FAIL.
Section III: Financial Viability and Management:	
I. A private non-profit organization must have adequate financial resources to operate the SFSP on a daily basis, have adequate sources of funds to withstand temporary interruptions in Program Payments and/or claims against the organization, and can document financial viability.	
Did the CE provide <u>at least one</u> of the following: <i>note: <u>Only 1 of these items is required</u></i>	Did the CE provide an audited financial statements performed by a CPA via an independent audit within the last two (2) fiscal years OR
	Did the CE submit: a. Statement of financial position or statement of net assets (This shows the assets, liabilities, and net assets of private nonprofit organizations. This report is commonly known as the balance sheet in the for-profit world.), b. Statement of activities or statement of changes in net assets (This reports the revenue, expenses, gains and losses for a private nonprofit. This report is commonly known as the income statement in the for-profit world.), c. Statement of cash flows (This report has three sections – operating activities, investing activities, and financing activities.), and d. Twelve months of all bank statements for all account(s) in the name of the organization OR

	For organizations less than 12 months old: Did the CE submit: a. Statement of financial position or statement of net assets (This shows the assets, liabilities, and net assets of private nonprofit organizations. This report is commonly known as the balance sheet in the for-profit world.), b. Statement of activities or statement of changes in net assets (This reports the revenue, expenses, gains and losses for a private nonprofit. This report is commonly known as the income statement in the for-profit world.), and c. Comprehensive financial statements and documentation (i.e., cash flow statements, tax returns) for the amount of time for which the organization has a financial history) and d. Bank statements for all account(s) in the name of the organization for the amount of time for which the organization has a financial history.
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II. A private non-profit organization must have procedures that demonstrate adequate management of financial operations to assure fiscal integrity and accountability for all program funds.

a) Does the CE have Policies/Procedures to ensure funds are used only for Allowable costs that:	Demonstrate a clear method to ensure funds are used only for allowable costs?
	Does CE define allowable costs?
	Does CE define disallowed or unallowable costs?
	How often/when (daily, weekly, monthly, etc.) will the CE/designated CE staff verify that funds are being used for allowable costs?
	How will expenses be supported/validated - what source documents (receipts, invoices, etc.) will be maintained?
	Where will the source documents be maintained?
	(When) will monitoring/review of the procedure take place?
	Outline who will be responsible to ensure that all funds are used only for allowable costs?
Outline who will be responsible for the maintenance of the source documents?	

b) Does the CE have Policies/Procedures to ensure that funds or donations (received) are documented and credited to the Nonprofit Food Service Account that:	Demonstrate a clear method to ensure all funds / donations received for SFSP are documented?
	Demonstrate a clear method to ensure all funds / donations received for SFSP are credited to the food service account?
	How often/when (daily, weekly, monthly, etc.) will the CE/designated CE staff verify that funds are being used for allowable costs?
	(When) will monitoring/review of the procedure take place?
	Outline who will be responsible to ensure that all funds received for SFSP activities are documented?
	Outline who will be responsible to ensure that all funds received for SFSP activities are credited to the food service account?

Do the CE's Policies/Procedures address:

	How policies/procedures will be communicated to all staff?
	When policies/procedures will be communicated to all staff?
	Who will ensure that policies/procedures are communicated to all staff?
	How CE will track_what policies/procedures have been communicated to staff?

	What methods/tools will be used to validate that policies/procedures have been communicated to all staff (example: attendance sheets for training held)?
	How CE will determine if policies are being followed?
	Who will be responsible to ensure all staff are adhering to the CE's policies/procedures?
	What the consequences are/will be in the event that staff do not follow the CE's policies/procedures?
III. Describe the organization's financial management system.	
a) Does the CE demonstrate adequate Financial Management Accounting that:	Outlines the current accounting method used to track and manage financial information? If the CE uses a cash based system mark FAIL as this is a higher risk system and may need additional information to be provided to TDA - Compliance may need to research.
	Is the method used by the CE realistic for the organization's expertise (example: Is this a new method utilized by a new CE with no prior experience or is this a method that the CE is familiar with)?
b) Does the CE demonstrate adequate Financial Management Tracking Methods that:	Track when (i.e. date) a Program cost was incurred?
	Track where (i.e. The name of business where purchase was made) a Program cost was incurred?
	What the Program cost was?
	What amount the Program cost was?
c) Does the CE note which accounting software is used, if applicable?	Accounting software used (if applicable)?
d) Does the CE demonstrate adequate personnel is responsible for developing the budget?	Does CE state which position(s) is/are responsible for developing the budget?
e) Position(s) responsible for reviewing and comparing actual outlays against budgeted amount	Does CE state which position(s) is/are responsible for reviewing and comparing actual expenses against budgeted amounts?
f) When reviews of actual outlays against budgeted amounts take place take place (i.e., daily, weekly, biweekly, monthly)	Does CE state the frequency of reviews of actual expenses against budgeted amounts (daily, weekly, monthly, etc.)?
g) Position(s) responsible for adjusting the budget, as needed	Does CE state which position(s) is/are responsible for amending the budget (as needed)?
Section IV: Administrative Capability	
I. Organization Chart, Hiring Plan (if applicable), and Compensation Plan/Policy	
Organizational Chart	Did the CE provide an organizational chart?
	Does the organizational chart note ALL positions/titles associated with the SFSP?
	Does the organizational chart note ALL full legal name(s) of the staff associated with the positions/titles associated with the SFSP?
	Did the CE's organizational chart note all Board Members/Officers associated with the SFSP?

	Did the CE's organizational chart note all management personnel?
	Did the CE's organizational chart note all site personnel associated with the SFSP?
	Did the CE's organizational chart note all site personnel and the sites they are designated for?
	Does the CE have site personnel designated for each site?
	Does the CE have the same personnel designated for multiple sites?
	If the CE does have the same personnel designated for multiple sites does it appear reasonable to expect site personnel to perform their duties at both sites during the designated time-frame(s)?
	Does the CE appear to have enough staff designated for each site?
Hiring Plan (required only if there are any vacant positions noted)	Did CE submit a hiring plan, if applicable?
	Does plan demonstrate how the CE will hire/fill ALL vacant positions PRIOR to the first day of service in the SFSP?
	Designate who will be responsible for hiring staff to fill vacancy/vacancies (all vacancies noted per organizational chart must be addressed)?
	Does plan demonstrate how the CE will train ALL staff positions hired to fill vacancy/vacancies PRIOR to the first day of service in the SFSP?
	Designated who will be responsible to ensure all staff hired to fill vacancy/vacancies receives the required training?
	Designate who will be responsible to train all new staff hired to fill vacancy/vacancies?
Organization Compensation Plan/Policy	Did the CE provide a compensation plan for the organization?
	Does the compensation plan note the salary scale/rate of pay for each position noted in the organizational chart?
	Does the compensation plan note the hours of work for each position noted in the organizational chart?
	Does the compensation plan note the breaks for each position noted in the organizational chart?
	Does the compensation plan note the meal periods for each position noted in the organizational chart?
II. Board of Directors (BOD) Board Members and Officers, and their titles	
BOD/Officers Chart	Did the CE complete (fill out all information required per the chart) the chart for Section IV Administrative Capability, Sub-Section B?
III. Describe how the governing board and/or organization's officers will have adequate oversight of the Program	
Governing board and/or organization's officers oversight of the Program	Did the CE submit the by-laws, or a similar document?
	Do the by-laws (or a similar document) grant program oversight responsibility to the Governing Board and/or Officers?

	Does the documentation that the CE submitted outline how the Governing Board/Officers will provide oversight of the Program?
	Does the documentation that the CE submitted outline if there is/are designated representative(s) of the Governing Board/Officers that will provide oversight of the Program?
7 CFR 225.14 (d) (3) requires that sponsors which are private nonprofit organizations will only be approved to administer the Program at sites where they have direct operational control.	
CE has DIRECT Operational Control of sites	Does the CE have management responsibility of site staff?
	Does the CE have hiring responsibility of site staff?
	Does the CE have training responsibility of site staff?
	Does the CE have termination responsibility of site staff?
	Does the CE have employment conditions responsibility of site staff?
	Does the CE have management control of the site operations during the period of program participation?
	Does the CE have a plan to ensure that the CE performs all of the above functions (operational control)?
	Other duties:
<i>NOTE: The organization MUST have Personnel policies and procedures , but is not required to submit these as part of the application. The organization MUST have these policies and procedures available for review at the visit-prior-to-approval.</i>	<i>NOTE: Community Operations staff will use the visit prior to approval to confirm the information provided to document administrative capability. During the visit they will determine if the organization is ready to take on the job of administrating the SFSP.</i>
Section V: Program Accountability - Establishing internal controls requires written procedures. These do not have to be extensive, complex, or provided in a required format.	To participate in the program, a contracting entity MUST demonstrate its ability to track and monitor actions in two areas: • Accountability for program funds, which is an example of financial integrity; and • Accountability for the meal service, which is an example of program and nutritional integrity.
A. Procedure for ordering meals: Sponsors shall plan for and prepare or order meals on the basis of participation trends.	Does the CE have procedure to establish the first/initial order/preparation for meals?
	Does the CE's procedure enable the CE to only order/prepare one meal per child at the start of the Program?
	Does the CE have a procedure to establish trends?
	Does the CE have a procedure to adjust the number of meals prepared for each site, based on trends?
	Does the CE have a procedure to adjust the number of meals ordered for each site, based on trends?
	Does the CE's procedure include consideration the site's participation trends?
	Does the procedure include consideration to ensure that only one meal is prepared for each child per meal?
	Does the procedure include consideration to ensure that only one meal is ordered for each child per meal?
	Does the CE's method/plan outline how often/when (daily, weekly, monthly, etc.) the method/plan is carried out/utilized?

	Does the CE's procedure outline (when) monitoring/review of the method/plan will take place?
	Does the CE's procedure outline who/what position(s) will be responsible to carry out <u>each step/task</u> noted in the method/plan?
B. Procedure for record keeping and evaluation: Sponsors shall maintain accurate records which justify all costs and meals claimed - Meal Counts	Does the CE have a procedure established for record keeping/maintenance pertaining to original DAILY SITE MEAL COUNTS?
	Does the CE have a procedure to ensure that all required documents are evaluated for accuracy?
	Does the CE have a procedure to ensure that all required documentation is completed?
	Does the CE have a procedure to ensure that required documentation is maintained in an organized manner?
C. Procedure for record keeping and evaluation: Sponsors shall maintain accurate records which justify all costs and meals claimed - Operating Personnel	Does the CE have a procedure established for record keeping/maintenance pertaining to OPERATING PERSONNEL TIME DISTRIBUTION REPORTS?
	Does the CE have a procedure to ensure that all required documents are evaluated for accuracy?
	Does the CE have a procedure to ensure that all required documentation is completed?
	Does the CE have a procedure to ensure that required documentation is maintained in an organized manner?
D. Procedure for record keeping and evaluation: Sponsors shall maintain accurate records which justify all costs and meals claimed - Administrative Personnel	Does the CE have a procedure established for record keeping/maintenance pertaining to ADMINISTRATIVE PERSONNEL TIME DISTRIBUTION REPORTS?
	Does the CE have a procedure to ensure that all required documents are evaluated for accuracy?
	Does the CE have a procedure to ensure that all required documentation is completed?
	Does the CE have a procedure to ensure that required documentation is maintained in an organized manner?
E. <i>If CE has camp and/or closed enrolled sites:</i> Procedure for record keeping and evaluation: Sponsors shall maintain accurate records which justify all costs and meals claimed - Eligibility Forms	Does the CE have a procedure established for record keeping/maintenance pertaining to ELIGIBILITY FORMS?
	Does the CE have a procedure to ensure that all required documents are evaluated for accuracy?
	Does the CE have a procedure to ensure that all required documentation is completed?
	Does the CE have a procedure to ensure that required documentation is maintained in an organized manner?
II. Method/Plan for record retention of original documentation	Does the CE have a method/plan of record maintenance that ensure that all program records are maintained by the CE for a minimum of 3 years after program year end (or longer, if required)?
	Does the CE have a method/plan to ensure that all required documentation is available for review (i.e. on-site reviews, etc.)?
	Does the CE note where the records will be stored?
	Does the CE note how the CE will ensure that records are secured?
	Does the CE designate which position(s) has/have authorized access to records?

<p>III. Method/Plan of repayment of any outstanding debt to TDA - debt may occur due to receiving advance payments greater than reimbursement claims and/or TDA recoupment of funds. NOTE: Unpaid debts are turned over to the State Attorney General's office for collection.</p>	Does the CE have a method/plan established/in place in case any monies are owed to TDA to ensure that debt is paid off?
	Does the method/plan include a step-by-step/outline of how the CE will repay debt owed to TDA?
	Does the CE's method/plan to repay debt owed to TDA note a timeline the CE will follow to ensure that debt(s) is/are paid in a timely manner?
	Does the CE note what funds will be used to repay a debt owed to TDA?
	Designate position(s) that will be responsible for repaying any debt owed to TDA?
	Does the CE note that funds from other USDA Food and Nutrition Program(s) will be used for repayment of debt or unallowable costs?
Do the CE's Policies/Procedures related to Program Accountability address:	
	How policies/procedures will be communicated to all staff?
	When policies/procedures will be communicated to all staff?
	Who will ensure that policies/procedures are communicated to all staff?
	How CE will track_what policies/procedures have been communicated to staff?
	What methods/tools will be used to validate that policies/procedures have been communicated to all staff (example: attendance sheets for training held)?
	How CE will determine if policies are being followed?
	Who will be responsible to ensure all staff are adhering to the CE's policies/procedures?
What the consequences are/will be in the event that staff do not follow the CE's policies/procedures?	
Section VI: Certification	
Certification statement	Did the CE sign <u>and</u> date the Certification Statement?