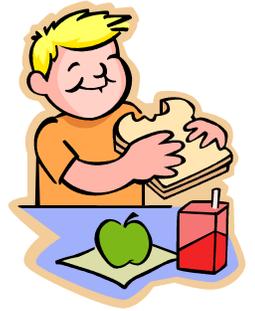




Arkansas Department Of Human Services

Division of Child Care and Early Childhood Education
HEALTH AND NUTRITION PROGRAMS (HNP)



APPLICATION PROCEDURES FOR POTENTIAL SPONSORS **CHILD AND ADULT CARE FOOD PROGRAM (CACFP)**

Child Daycare Centers/Homes

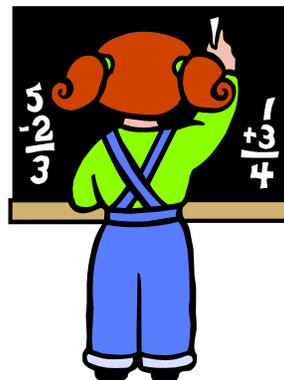
Adult Daycares

Afterschool Snack Program

At Risk Out of School Program

SUMMER FOOD SERVICE PROGRAM (SFSP)

NATIONAL SCHOOL LUNCH PROGRAM (NSLP)



The Special Nutrition Programs promote nutrition and fitness; which help children grow up healthy and strong. We believe these are the key elements in a child's early learning stages and preventing childhood obesity.

If you are already participating in one of the Child Nutrition Programs, please contact the Health and Nutrition office @ 501.682.8869 before completing this process.

Items needed for pre-application process:

- *Tax Identification Number (TIN)
 - *License number (for child and adult daycare centers/homes only)
 - *Facility's Information (contact name, telephone number, facility address)
1. Visit HNP website @ <https://dhs.arkansas.gov/dccece/snp>
 2. Select "Apply to participate in the Special Nutrition Programs on-Line!" from the welcome page. See example of welcome page below:



Visit the AR SNP Discussion Forum: [AR SNP Discussion Forum](#)



*******Parents - Locate a Special Nutrition Provider Near You!!!*******

Food Buying Guide Calculator

(If you are RENEWING YOUR APPLICATION, please use the EXISTING USER LOG-ON link on the left side of the page.)

****** [Apply to participate in the Special Nutrition Program On-Line!](#) ******

[Print Blank Application Forms](#)

3. Answer the three questions and select the "Next" link to continue to next page. Please do not attempt to put a license number in the box for license number unless you are applying to participate as a daycare center/home for children and/or adults. At- Risk and Summer do not require a license number, however you must answer "yes" to questions 1 and 2 so the system will allow you to submit the initial screening. If you receive a message to contact the Health and Nutrition office, please do so @ 501.682.8869.
4. You must click on "Submit Request for Access To The SNP System" after completion of the second page.

5. A specialist will contact you within 7 business days to assist you with the application process.

REMINDER: This is just the prescreening process. You have not applied to participate in any of the Programs until you have completed and submitted the full application.

Items needed for the application process:

- *Certificate of Authority**
 - *Names, Date of Birth and Mailing Address of board officers.
 - *W9**
 - *Executive Order of Disclosure**
 - *Food Service Contract (if applicable)**
 - *Copy of IRS Tax Exempt Letter (if applicable) (churches are exempt)
 - *Direct Deposit Form**
 - *Voided Check
 - *Copy of most recent Health Inspection (if applicable) (Daycare Centers/Homes are exempt)
 - *Description of Method Used to Secure Corrective Action Including Follow-Up Plans (SFSP) (new sponsors only)
 - *Description of Procedures for Collecting Daily Number of Meals (SFSP)
 - *Copy of Public Release to be used after SNP approval (SFSP)
 - *Copy of Articles of Incorporation (CACFP if applicable) (churches exempt)
 - *Copy of 2 quarters of employees taxes paid and signature page (CACFP) (churches exempt)
 - *Name of the school nearest to your facility (SFSP & At Risk) (camps and enrolled Sites for SFSP are exempt)
 - *List of children enrolled (For profit daycare centers for initial sign up) (Returning Sponsors should submit a list of all free & reduced price children enrolled)
- **Copies of forms can be found at <https://dhs.arkansas.gov/dccece/snp> under the Resource Library in the menu to the left of the screen. For questions, please Contact the Health and Nutrition office @ 501.682.8869 or 1.800.482.5850ext. 28869.

You must have your log in information to complete the application.

You must submit a Certificate of Authority to receive your log in information.

Complete a Certificate of Authority and fax to 501.682.2334 or email to your specialist.

You will be notified via email of your user identification and password.

Upon initial log in, you will be prompted to change your password, then you may proceed to complete the application.

From the business maintenance page, select the “application” link near the top of the page.

You will enter the “contract year”.

Select “Add New/Renewal Application”. The current year will appear in a grid just above this information.

Click the “select” button and you will be directed to a checklist for your facility.

You will complete each area listed on the checklist.

If you are a sponsor with multiple sites, you will need to complete the site information by clicking on the “site maintenance” link from the business maintenance page to enter the necessary information for your sites.

When all areas are completed, you will click the “submit” button at the bottom of the checklist. This will submit your application to the Health and Nutrition Department.

Note – your application is not submitted until you click the “submit” button at the bottom of the checklist.

You will receive a message stating that your application has been submitted.

You do not have an agreement to participate in the child nutrition programs until you receive notification from the Health and Nutrition Program that your application has been approved.

If you need assistance with completing your application, please contact the Health and Nutrition office @501.682.8869 or 1.800.482.5850 ext 28869.

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If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing, or have speech disabilities and wish to file either an EEO or program complaint please contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (in Spanish).

Persons with disabilities who wish to file a program complaint, please see information above on how to contact us by mail directly or by email. If you require alternative means of communication for program information (e.g., Braille, large print, audiotape, etc.) please contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

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