2026 - 2027 CACFP Application Packet Notes for Sponsor

10161 Status: Active
New River Community Action Inc
DBA:
206 Third Ave.
Radford, VA 24141-4706

Type of Agency: Private Non Profit Organization
Agreement Type: Sponsor of Affiliated Sites

10/14/2026 **Approved**

The Virginia Department of Health is pleased to inform New River Community Action Inc that your FY27 Child and Adult Care Food Program Annual Certification has been approved.

Please remember that any changes to the sponsor application, site application(s), budget, etc. must be submitted through CHAAMPS in a timely manner in order to receive approval.

If you have any questions regarding your application, please contact me or the Help Desk at 877-618-7282 or email us at cacfp@vdh.virginia.gov.

Created By: kiarra.price on: 10/14/2026 6:51:24 PM Modified By: kiarra.price on: 10/14/2026 6:51:46 PM

10/13/2026 **Application Returned for the following**

Missing License For:
Project Grow and Learn

Budget Questions:
B3. The meal contracts does not list a total amount. How was this figure allocated?
Please refer to the SFA Form for an example, or use the SFA school food agreement form to ensure totals are documented correctly.

B4. Please upload the mileage log.

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10/13/2026 **Welcome**

As your assigned SNP Specialist with the Virginia Department of Health, I will be reviewing your submitted CHAAMPS Annual Certification for participation in the Child and Adult Care Food Program (CACFP) for Fiscal Year 2027. I will be working through each certification as quickly as I can to ensure enough time for any corrections necessary prior to October 31st.

If your organization looks to claim for the month of October, you must have an Approved Application in CHAAMPS by October 31, 2027. Please note that VDH has 30 days to approve a complete and accurate application submission. This means if your application is incomplete or inaccurate the application can be returned to you which will restart that 30-day clock.

In addition to the FY27 Annual Certification requirements emailed to all Program contacts in CHAAMPS on Augus 03, 2026, I will be verifying your organization's compliance with the Annual Training Requirement (see the August 03, 2026, email notification for further information). If your organization's RPI has not already watched the appropriate FY27 training webinars, please do so as soon as possible. These webinars and supplemental guides are located at http://www.vdh.virginia.gov/child-and-adult-care-food-program/training/.

Once your Annual Certification is reviewed, it will either be returned for corrections or approved. In both cases, the individual listed as the Program Contact in CHAAMPS will receive an automated email. If the Annual Certification is returned for corrections, all notes associated with the application can be found in the Application Packet Notes for Sponsor section of CHAAMPS. Please review all information and resources in these sections prior to reaching out. However, if you have any additional questions or need guidance do not hesitate to contact me at this email address. I am here and happy to help!

As an additional reminder, I recommend that as you are working through the CHAAMPS application packet to save frequently. For security purposes CHAAMPS does time out after a certain period of inactivity and data may be lost if the system times out prior to saving.

Thank you for your participation in the CACFP, I look forward to working with you.

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Child & Adult Care Food Program
Sponsor Certification for 2026 - 2027

10161 Status: Active
New River Community Action Inc
DBA:
206 Third Ave.
Radford, VA 24141-4706
Type of Agency: Private Non Profit Organization
Agreement Type: Sponsor of Affiliated Sites

NATIONAL DISQUALIFIED LIST

- [x] I certify that the institution or any of its principals, or facilities of a sponsoring organization or any of its principals, are not on the CACFP National Disqualified List.
- [x] I certify that, during the past seven years, neither the institution nor any of its principals have been declared ineligible to participate in any other publicly funded program by reason of violating that program's requirements. In lieu of certification, documentation must be provided if the institution or the principal previously declared ineligible was later fully reinstated in, or determined eligible for, the program, including the payment of any debts owed.
- [x] I understand that if the State agency has reason to believe that the institution or its principals were determined ineligible to participate in another publicly funded program by reason of violating that program's requirements, the State agency must follow up with the entity administering the publicly funded program to gather sufficient evidence to determine whether the institution or its principals were, in fact, determined ineligible.

OUTSIDE EMPLOYMENT

- [x] I certify that the institution has a policy that restricts employees from obtaining outside employment that conflicts or hinders in their assigned CACFP duties.

CRIMINAL CONVICTIONS

- [x] I understand that institutions and individuals providing false certifications will be placed on the National Disqualified List and will be subject to any other applicable civil or criminal penalties.
- [x] I certify that the institution, its principals, the governing board president, the governing board members, and its monitors have not been convicted of any activity that occurred during the past seven years and that indicated a lack of business integrity. I understand that a lack of business integrity includes fraud, antitrust violations, embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, receiving stolen property, making false claims, obstruction of justice, or any other activity indicating a lack of business integrity as defined by the State agency.
- [x] I certify that the institution, its principals, the governing board president, the governing board members, and its monitors have undergone a criminal background check.

LESS-THAN-ARMS-LENGTH TRANSACTIONS

- [x] I certify that no unreported less-than-arms-length transactions or other potential conflicts of interest have occurred in the past year; and, further, that any potential conflicts of interest in the upcoming year have been and will be disclosed in writing annually to the State agency including any relationships between staff, directors and governing board members, per 7CFR 226.6 (a). Relationships can be defined as familial, or contractual.

PERFORMANCE STANDARDS

- [x] I certify continued compliance with the performance standards set forth in 7CFR 226.6 (a)(b)(c):
  Performance Standard 1. Financial viability and financial management ensuring funds are expended and accounted for in accordance with requirements (7 CFR 226, 2 CFR 200, and FNS Instruction 796-2);

  Performance Standard 2. Administrative capability for effective management practices ensuring adequate number and qualified staff;

  Performance Standard 3. Internal controls and management systems in effect to ensure fiscal accountability and maintenance of appropriate records to document compliance with program requirements, budgets, accounting records, and appropriate records on facility (site) operations.

RECORD RETENTION

- [x] I understand that if I no longer participate in the CACFP, I must still maintain CACFP records for three years plus the current year. If an audit is being conducted, I will maintain the records as necessary.

APPLICATION DENIAL

☑ I understand if this application does not meet all of the requirements in the Child and Adult Care Food Program regulations, 7CFR 226.6 (b) and 226.15 (b) and 226.16 (b), the State agency must deny the application. If the State agency determines that the institution has committed one or more serious deficiency in 226.6 (c) (1) (ii) for new institutions or 226.6 (c) (2) (ii) for renewing institutions, the State agency must initiate action to deny the application and initiate action to disqualify the institution and the responsible principals and responsible individuals.

TRUE AND CORRECT

☑ This application has been reviewed and any necessary changes have been made. I hereby certify that the information on this application is true and correct to the best of my knowledge and that this agency will comply with the rights and responsibilities outlined in the CACFP agreement.

OWNERSHIP AND PRINCIPALS

☑ I certify that I have disclosed all owners, responsible principals, and responsible individuals as defined by Child and Adult Care Food Program regulations, 7 CFR 226, and that I will immediately update and notify the State agency in the event of a change in owners, responsible principals, or responsible individuals.

Created By: TPorterfieldPifer on: 9/15/2026 2:46:01 PM Modified By: TPorterfieldPifer on: 9/15/2026 2:46:02 PM

< Back

VIEW

Child & Adult Care Food Program
Sponsor Application for 2026 - 2027

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Code	Warning Description
301214	To comply with the Single Audit Act, the sponsor must submit their latest audit. This will be done in CHAAMPS under Applications > Annual Audits. Please contact your CACFP program consultant if you have any questions.
301087	Certification - Submit a detailed explanation in the Attachment List on your Application Packet.

Version: Rev. 1

Addresses

Physical Address

1. Address Line 1: 206 Third Ave.
   Address Line 2:
2. City: Radford
3. State: VA Zip: 24141-4706 USPS Zip Code Lookup
4. County: Radford (city) (750)

Mailing Address

5. Address Line 1: 206 Third Ave.
   Address Line 2:
6. City: Radford
7. State: VA Zip: 24141-4706 USPS Zip Code Lookup

Contacts

Program Contact

The Program Contact must be an individual who has been authorized to act on behalf of the Sponsor by agreeing to and signing the Statement of Authority.

		Salutation	First Name	Last Name
8.	Name:	Mrs.	Trina	Porterfield-Pifer
9.	Date of Birth:	02/13/1961 (mm/dd/yyyy)		
10.	Email Address:	trina@nrcaa.org		
11.	Facility Phone:	(540) 633-5133	Ext: 448	Fax: (540) 633-2585
12.	Cell/Alt Phone:	(540) 835-4879		
13.	Title:	Head Start Nutrition/Health Advocacy Specialist		

Executive Director/Owner

		Salutation	First Name	Last Name
14.	Name:	Mrs.	Jennifer	Smith
15.	Date of Birth:	10/09/1970 (mm/dd/yyyy)		
16.	Email Address:	jsmith@nrcaa.org		
17.	Facility Phone:	(540) 633-5133	Ext: 416	Fax: (540) 633-2585
18.	Cell/Alt Phone:	(703) 344-1384		
19.	Title:	Chief Executive Officer		

Claim Preparer

		Salutation	First Name		Last Name		
20.	Name:	Mrs.	Trina		Porterfield-Pifer		
21.	Date of Birth:	02/13/1961 (mm/dd/yyyy)					
22.	Email Address:	trina@nrcaa.org					
23.	Facility Phone:	(540) 633-5133	Ext:	448	Fax:	(540) 633-2585	
24.	Cell/Alt Phone:	(540) 835-4879					
25.	Title:	Head Start Nutrition/Health Advocacy Specialist					

Authorized Individual

An Authorized Individual is an individual who has been authorized to act on behalf of the Sponsor by agreeing to and signing the Statement of Authority.

		Salutation	First Name		Last Name		
26.	Name:	Mrs.	Jennifer		Smith		
27.	Date of Birth:	10/09/1970 (mm/dd/yyyy)					
28.	Email Address:	jsmith@nrcaa.org					
29.	Facility Phone:	(540) 633-5133	Ext:	416	Fax:	(540) 633-2585	
30.	Cell/Alt Phone:	(703) 344-1384					
31.	Title:	Chief Executive Officer					

Ethnicity Data

Provide the ethnic makeup of the participants served by the Sponsor's service area.

32. Geographic Area (enter percentages)

To obtain the racial/ethnic data for your geographical area please click HERE

Hispanic or Latino:	3.00 %
Non-Hispanic or Latino:	97.00 %

33. Program Participants (enter number of enrolled participants)

Provide the ethnic makeup of the participants served by the Sponsor. Provide actual numbers of enrolled participants at all sites.

Hispanic or Latino:	18	9.73 %
Non-Hispanic or Latino:	167	90.27 %

Racial Data

Provide the racial makeup of the participants served by the Sponsor's service area.

34. Geographic Area (enter percentages)

To obtain the racial/ethnic data for your geographical area please click HERE

American Indian or Alaskan Native:	0.32 %
Asian:	2.50 %
Black or African American:	7.50 %
Native Hawaiian or Pacific Islander:	0.06 %
White:	89.62 %

35. Program Participants (enter number of enrolled participants)

Provide the racial makeup of the participants served by the Sponsor. Provide actual numbers of enrolled participants at all sites.

American Indian or Alaskan Native:	11	5.02 %
Asian:	4	1.83 %
Black or African American:	51	23.29 %

Native Hawaiian or Pacific Islander: 1 0.46 %

White: 152 69.41 %

36. Describe your procedure to collect and maintain ethnic and racial data of children enrolled in participating centers.

USDA Beneficiary Data race & ethnicity form-collect info for each child when first enrolled. Data is tracked GoEngage database & paper copy. One child for #35 has "declined" to respond for race. 29 children claim 2 or more races.

General Questions

37. Has the Sponsor expended $750,000 or more in TOTAL federal funds for any programs administered? (This applies to both non-profit and for-profit entities) — (●) Yes ( ) No

38. Do you have a documented monitoring plan for monitoring your sites? — (●) Yes ( ) No

39. Do you elect to receive USDA commodities or cash-in-lieu of commodities? — (●) CIL of Commodities ( ) USDA Commodities

40. Does your organization now participate or has your organization participated in program(s) funded by the Special Nutrition Programs in the past three years? If yes, please specify program(s) and years. — (●) Yes ( ) No

Program(s) and Years:

2026 USDA CACFP 2025 USDA CACFP 2024 USDA CACFP 2023 USDA CACFP

41. Will you provide meals that meet the CACFP meal pattern requirements and claim reimbursement only for eligible meals? — (●) Yes ( ) No

42. Will you operate a food service that complies with applicable State and local health and sanitation requirements? — (●) Yes ( ) No

43. Will you maintain complete and appropriate records on file in a central location? — (●) Yes ( ) No

44. Sponsors must comply with the following for each site location. Check the checkbox to accept and agree. — [✓]

- If a Child Care Center, distribute the Building for the Future Parental Notification of CACFP Benefits flier to the parents/guardians of all enrolled children.
- If a Child Care Center, post a Building for the Future poster.
- If a Child Care Center, distribute the WIC Fact Sheet to the parents/guardians of all enrolled children. (if applicable)
- Post the USDA "And Justice for All" poster prominently.
- Post menus prominently.
- Annually collect racial/ethnic data on participants and the community served.

45. Does your organization operate the CACFP in any other state(s)? — ( ) Yes (●) No

Name(s) of State(s):

Reporting Requirements

Unique Entity Number (twelve (12) digit UEI Number): *not specified*

Click here if this number does not match your records. Please contact VDH to change the UEI number. Normally, the UEI number will not change unless the sponsor has changed their Federal Tax ID number (FTIN).

Certification

46. Federal regulations require an agency to certify information regarding past business participation and criminal background. Please answer the following questions:

1. Has the agency or any of the agency's principals participated in any publicly funded programs within the past seven years? — (●) Yes ( ) No

NOTE: Principal means any individual who holds a management position within, or is an officer of, the Sponsor (sponsor), including all members of the Sponsor's board of directors, or otherwise exercises control of, or determines the actions of, the Sponsor.

Publicly funded means money that is received from a local, state, or federal governmental

agency.

If yes, submit a listing of the publicly funded programs in which the Sponsor and its principals have participated in the past seven years and currently participate in.

2. Within the past seven years, has the Sponsor or any principals been declared ineligible to participate in any other publicly funded programs for violating program requirements? ○ Yes ◉ No

   Were the violations corrected and eligibility restored, including payments of debts owed? ○ Yes ○ No

   If yes, submit documentation of reinstatement, including proof of payment of debts owed, if applicable.
   If no, submit a detailed explanation.

3. Has the Sponsor or any of the Sponsor's principals been convicted of any activity that occurred within the past seven years that indicated a lack of business integrity? ○ Yes ◉ No

   A lack of business integrity includes, but is not limited to, fraud, antitrust violations, embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, receiving stolen property, making false claims, obstruction of justice, conducting less than arms-length transactions (transactions lacking independence), misuse of facility funds per FNS Instruction 796-2; IX B 3(b), failing to disclose fair, accurate and timely financial records/reports, failing to disclose bankruptcy resulting from business debt, and failing to disclose civil and/or criminal judgments resulting from business transactions.

   Additionally, offering, giving or accepting gifts, entertainment or other favors that may influence or appear to influence a party's independent and impartial business judgment are strictly prohibited.

   The failure of the institution to identify ownership interests in equipment, supplies, furniture and facilities or disclose any other information to the State agency that inhibits the State agency's ability to make an informed assessment of the allowability of a particular cost will result in the disallowance of the cost and may subject the institution, its principals, employees, consultants or others to the administrative and legal remedies available to the State agency and FNS.

   If yes, submit a detailed explanation.

47. ☑ This is to certify that this Sponsor intends that all electronic signatures executed by our employees, agents, or representatives, located anywhere in the world, are legally binding equivalent of traditional handwritten signatures. By checking the box, this Sponsor is certifying by electronic signature that neither the Sponsor nor its principals/authorized representatives is presently debarred, suspended, proposed for debarment, declared ineligible, disqualified, or voluntarily excluded from participation in this transaction by any Federal/State department or agency.

   I certify under penalty of perjury that the information on these application forms is true and correct, and that I will immediately report to the State any changes that occur to the information submitted. I understand that this information is being given in connection with receipt of federal funds. The State may verify information; and the deliberate misrepresentation of information will subject me to prosecution under applicable federal and state criminal statutes.

   On behalf of the Sponsor, I hereby agree to comply with all state and federal laws and regulations governing the Child Nutrition Programs administered by the State. In accordance with Federal law and U.S. Department of Agriculture policy, this Sponsor does not discriminate on the basis of race, color, national origin, sex, age or disability. I will ensure that all monthly claims for reimbursement are true and correct and that records are available to support these claims.

Center Board of Directors/Principals Member Information
Member List for 2026 - 2027

10161 Status: Active
New River Community Action Inc
DBA:
206 Third Ave.
Radford, VA 24141-4706

Type of Agency: Private Non Profit Organization
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Version: Rev. 1

Action	Name	Board Position	Phone
View	Laura Walters 6718 dunkard road dublin, VA 24084-5635 DOB: 06/06/1956	Chairman of the Board	(540) 230-6272
View	Kelly Patton 111 Robertson St Narrows, VA 24124-1639 DOB: 02/10/1987	Vice Chair	(540) 921-1240
View	sheila blake 183 timber ridge road, nw willis, VA 24380-4383 DOB: 12/20/1961	Board Member	(540) 641-0457
View	Kathryn Blauth 3264 tyler road christiansburg, VA 24073-5908 DOB: 04/07/1971	Board Member	(718) 619-7248
View	Albert Brogan 8610 mystic rock ct radford, VA 24141-7043 DOB: 02/17/1981	Board Member	(540) 525-0623
View	Jennifer Brown 265 East Park Lane christiansburg, VA 24073-0000 DOB: 03/25/1993	Board Member	(540) 750-9538
View	Sebrina Davidson-Ratcliffe 7155 Old Cloyd Road dublin, VA 24084-0000 DOB: 04/15/1972	Board Member	(540) 641-5551
View	Melissa Dodson 276 Piney Mountain Road Narrows, VA 24124-2821 DOB: 09/08/1975	Board Member	(404) 694-0644
View	shelly farmer 899 walker drive radford, VA 24141-3000	Board Member	(540) 392-5345

	DOB: 05/10/1974		
View	Boyoung Park 2265 scenic ridge circle Blacksburg, VA 24060-1165 DOB: 02/15/1972	Board Member	(540) 250-7181
View	Jenny Riffe 110 Buckeye Lane Radford, VA 24141-0000 DOB: 10/02/1978	Board Member	(540) 449-1221
View	Samantha sparks 6583 Stones Keep Lane Lot 18 Elliston, VA 24087-2326 DOB: 05/23/1984	Board Member	(540) 505-3389
View	Alexandria Strickler 1005 flint drive Christiansburg, VA 24073-3735 DOB: 10/01/1991	Board Member	(540) 382-5781
View	Jason Tolkaz 582 New Haven Road SE Floyd, VA 24091-0000 DOB: 04/23/1972	Board Member	(267) 252-6410
View	Corbin Vierling 1236 Curve Road Pearisburg, VA 24134-1020 DOB: 11/04/1957	Board Member	(540) 626-7993

Created By: TPorterfieldPifer on: 9/27/2026 12:16:38 PM Modified By: TPorterfieldPifer on: 10/7/2026 9:56:39 AM

Child & Adult Care Food Program
Sponsor Budget for 2026 - 2027

10161 Status: Active
New River Community Action Inc
DBA:
206 Third Ave.
Radford, VA 24141-4706

Type of Agency: Private Non Profit Organization
Agreement Type: Sponsor of Affiliated Sites

Budget Version: Original

		Sponsor Complete This Column	FOR STATE USE ONLY Approved
A. Anticipated Annual CACFP Revenue			
1.	Number of sites anticipated for sponsorship	7	
2.	Total Anticipated Annual CACFP Reimbursement	$167,000.00	$167,000.00
3.	Prior Year Carryover Non Profit Food Program Revenue	$0.00	$0.00
4.	Total Other Revenue	$4,022,146.45	$4,022,146.45
	Explanation of Source of Other Revenue		
	DHHS (Head Start Grant) - 3,897,661.48 Virginia Early Childhood Foundation – 124,484.97 See attachment of FY27List of Other Funding for NRCA agency		
B. Projected Operating CACFP Expenditures			
1.	Salary, Wages, and Benefits	$20259.00	
2.	Food Purchases	$30,825.00	$30,825.00
3.	Meal Contracts (meal cost)	$105,718.00	$105,718.00
4.	Mileage (meal transporting cost)	$755.00	$755.00
5.	Non-Food Supplies	$5,250.00	$5,250.00
6.	Food Service Durable Supplies/Equipment/Repair	$980.00	$980.00
7.	Purchased Services	$0.00	$0.00
8.	Food Service Space	$0.00	$0.00
9.	Reimbursement to Unaffiliated Centers	$0.00	$0.00
	Total Operating Costs	$163,787.00	$143,528.00
C. Net Operating Amount			
1.	Difference (A-B)	$4,025,359.45	$4,045,618.45
D. Projected Administrative CACFP Expenditures			
1.	Salary, Wages, and Benefits	$9117.00	
2.	Durable Supplies under $5,000	$0.00	$0.00
3.	Office Materials (Expendable) Supplies	$30.00	$30.00
4.	Equipment Purchases over $5,000	$0.00	$0.00
5.	Equipment Rental/Lease	$29.00	$29.00
6.	Printing/Postage/Communications	$230.00	$230.00
7.	Office Space/Rental/Lease/Depreciation Use Allowance	$0.00	$0.00

8.	Utilities/Facility Maintenance/Janitorial Services	$0.00	$0.00
9.	Travel for Program Operations	$215.00	$215.00
10.	Center Workshops/Participant Training	$30.00	$30.00
11.	Nutrition Education Materials	$25.00	$25.00
12.	Meetings, Conferences and Staff Training	$275.00	$275.00
13.	Contracted/Professional Services	$0.00	$0.00
14.	Insurance Premiums/Bonding	$0.00	$0.00
15.	Memberships/Subscriptions/Professional Activities	$285.00	$285.00
16.	Other Administrative Expenditures/Advertising	$146.00	$146.00
	Total Direct Administrative Costs	$10,382.00	$1,265.00
17.	Total Modified Direct Costs (TMDC)*	$0.00	$0.00
18.	Total Indirect Costs	$8,871.55	$8,871.55
	Total Direct Costs/TMDC/Indirect Costs	$19,253.55	$10,136.55

*TMDC- Total Direct Costs-Equipment Purchases-Other Costs Per Indirect Cost Agreement

E. Summary

1.	Total Expenditures (Operating and Administrative)	$183,040.55	$153,664.55
2.	Total Revenue (A2 + A3 + A4)	$4,189,146.45	$4,189,146.45
3.	Net Balance (E2 Total Revenue – E1 Total Expenditures)	$4,006,106.00	$4,035,482.00

4. ☑ There are expenditures that require prior approval or specific written prior approval (SPWA).

Sponsor Comments to State

see attached budget narrative along with examples for budget items

F. Allowed Administrative Costs

7 CFR 226.16 (b) (1) For sponsoring organizations of centers, the portion of the administrative costs to be charged to the program may not exceed 15 percent of the meal reimbursements estimated or actually earned during the budget year, unless the state agency grants a waiver in accordance with 226.7(g).

1. Allowed Administrative Costs $25,050.00 15.00 %
2. ☐ Waiver Requested?

Certification

☑ I certify that the information on this form, and supporting documents, is true and correct and that I will immediately report to the Department of Health any changes that occur to the information submitted. I understand that this information is being given in connection with receipt of federal funds. The Department of Health may verify information; and the deliberate misrepresentation or withholding of information may result in prosecution under applicable state and federal statutes.

Document Attachments

The following documents must be submitted via the Checklist page. These documents must be submitted each year.

- Contracts related to goods or services listed in the budget [ex., food service contracts, rental agreements, leases, promissory notes, trash, pest control]. Submit each contract separately. Sponsors and sites must submit contracts.
- Contracts—Food Service Management Company and/or SFA, if applicable.
- Cost Allocation Worksheet and Supporting Documentation required only if operating and/or administrative costs are shared among Child and Adult Care Programs or among Child and Adult Care Programs and non-CACFP programs. The ALSDE form must be used. Any recurring expense for which the sponsoring organization or independent center seeks reimbursement must be supported with copies of bills or other documentation.
- Equipment Requests, if applicable.

- Estimated Reimbursement Worksheet.
- Farm to Pre-School Activity Form, if applicable.
- Financial Viability Documentation.
    - The three most recent consecutive months of bank statements or financial statements.
    - A copy of the most recently submitted federal tax return. Depending on the type of business, this will typically be one of the following:
        - Sole Proprietorship, Form 1040.
        - Partnership, Form 1065.
        - Corporation, Form 1120 or 1120-S.
        - Tax-Exempt Organization, Form 990.
        - If a tax return is not available, a profit-loss statement for the last fiscal year may be submitted.
        - A new business that does not have a tax return or a profit-loss statement must submit a business plan.
- Single Audit Report (formerly known as the A-133 Audit), required only for any non-federal entity that expends $750,000 or more in federal award funds during its fiscal year.
- Indirect Cost Plan, if applicable.
- Plate Cost Calculation Documentation, if applicable for At-Risk and SFA sites. A template is available for SFAs.

Actions	Notes	Version	Uploaded By
View File	meal contracts (meal cost) worksheet	Original	TPorterfieldPifer 10/14/2026
View File	B4 mileage log for program operations	Original	TPorterfieldPifer 10/14/2026
View File	worksheet	Original	TPorterfieldPifer 10/09/2026
View File	September income statement	Original	TPorterfieldPifer 10/09/2026
View File	August income statement	Original	TPorterfieldPifer 10/09/2026
View File	July income statement	Original	TPorterfieldPifer 10/09/2026
View File	990 Public disclosure Form	Original	TPorterfieldPifer 10/09/2026
View File	Head Start Early Learning Center, Pulaski Head Start, and Project Grow & Learn - lunch contract	Original	TPorterfieldPifer 10/08/2026
View File	Pearisburg Head Start - lunch contract	Original	TPorterfieldPifer 10/08/2026
View File	Floyd Head Start - lunch contract	Original	TPorterfieldPifer 10/08/2026
View File	Blacksburg Head Start and Christiansburg Head Start - lunch contract	Original	TPorterfieldPifer 10/08/2026
View File	cost allocation chart -- among programs	Original	TPorterfieldPifer 10/08/2026
View File	advertising	Original	TPorterfieldPifer 10/08/2026
View File	health permits	Original	TPorterfieldPifer 10/08/2026
View File	professional membership, subscriptions	Original	TPorterfieldPifer 10/08/2026
View File	meetings, conference, training	Original	TPorterfieldPifer 10/08/2026
View File	cacfp conference	Original	TPorterfieldPifer 10/08/2026
View File	D9 - mileage log for admin purposes	Original	TPorterfieldPifer 10/08/2026
View File	postage - printing	Original	TPorterfieldPifer 10/08/2026
View File	equip lease	Original	TPorterfieldPifer 10/08/2026
View File	durable supplies	Original	TPorterfieldPifer 10/08/2026
View File	budget narrative for required further documentation items	Original	TPorterfieldPifer 10/08/2026

Created By: TPorterfieldPifer on: 9/15/2026 2:48:31 PM Modified By: TPorterfieldPifer on: 10/14/2026 4:05:53 PM

This page and following are the documents uploaded for the application

CACFP Checklist

10161 Status: Active
New River Community Action Inc
DBA:
206 Third Ave.
Radford, VA 24141-4706

Type of Agency: Private Non Profit Organization
Agreement Type: Sponsor of Affiliated Sites

Required Forms/Documents to send to VDH	Document Submitted to VDH	Date Submitted to VDH	Document on File w/VDH	Status	Status Date	Last Updated By
Training Certification Form	☑	10/09/2026	☐	Approved	10/13/2026	kiarra.price
Sample Public Release and Instructions	☑	10/09/2026	☐	Approved	10/13/2026	kiarra.price
Board of Directors - By Laws	☑	10/09/2026	☑	Approved	10/13/2026	kiarra.price
Board of Directors - Meeting Minutes	☑	10/09/2026	☑	Approved	10/13/2026	kiarra.price
List of Publically Funded Programs	☑	10/09/2026	☑	Approved	10/13/2026	kiarra.price
Media Release	☑	10/09/2026	☑	Approved	10/13/2026	kiarra.price

Action	Checklist Item	Comment	Attachment Date/Time
View | Modify	Training Certification Form		10/8/2026 9:55:55 AM
View | Modify	Sample Public Release and Instructions	NRV News public release	10/8/2026 10:38:01 AM
View | Modify	Sample Public Release and Instructions		10/8/2026 9:56:16 AM
View | Modify	Board of Directors - By Laws	BOD bylaws most recent Aug 2025	10/8/2026 10:30:28 AM
View | Modify	Board of Directors - Meeting Minutes	example of BOD minutes showing June and July claims shared with Board	10/8/2026 10:28:37 AM
View | Modify	Board of Directors - Meeting Minutes	CACFP application approved	10/8/2026 9:58:29 AM
View | Modify	List of Publically Funded Programs		10/8/2026 10:31:49 AM
View | Modify	Media Release	paid Meta FB AD FOR MEADIA RELEASE	10/8/2026 10:35:40 AM

CACFP Checklist

10161 Status: Active
New River Community Action Inc
DBA:
206 Third Ave.
Radford, VA 24141-4706
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0023 Status: Active
FLOYD HEAD START
120 Epperley Mill SW
Floyd, VA 24091-3083

Required Forms/Documents to send to VDH	Document Submitted to VDH	Date Submitted to VDH	Document on File w/VDH	Status	Status Date	Last Updated By
License	☑	10/09/2026	☐	Approved	10/13/2026	kiarra.price

Action	Checklist Item	Comment	Attachment Date/Time
View | Modify	License		9/27/2026 12:24:35 PM

Each Head Start center as like attachment of current childcare licensure.

Attachments

10161 Status: Active
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Attachments

Action	File Name	Type	Date	Comment
View | Modify	10161.FY27 FY25 Audit.pdf	application/pdf	10/08/2026	annual audit most recent FY25
View | Modify	10161.FY27 CACFP-Ann-Spon-Trng-2026-27-VDH-110-TrinaP.pdf	application/pdf	10/08/2026	annual sponsor training VDH 110
View | Modify	10161.FY27 Civil-Rights-Trg-2026-27-TrinaP.pdf	application/pdf	10/08/2026	annual civil rights training
View | Modify	10161.FY27 outside employ policy eff 5.27.2025.png	image/png	10/08/2026	outside employ-ment effective 5.27.2025
View | Modify	10161.FY27 mon re-view plan.xlsx	application/vnd.openxmlformats-officedocument.spreadsheetml.sheet	10/08/2026	child care center monitoring review plan
View | Modify	10161.FY27 Q 34-35 note.docx	application/vnd.openxmlformats-officedocument.wordprocessingml.document	10/08/2026	race - ethnicity

Total Attachments: 6

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