

# SPECIFIC PRIOR WRITTEN APPROVAL REQUEST FORM

Specific Prior Written Approval items are those that are not customarily incurred in the routine operation of the CACFP. The organization must complete and submit the Specific Prior Written Approval Request Form for cost items requiring such approval per the Financial Management Guide that are not identified in FNS Instruction 796-2 Rev. 4. Attach additional sheets or supporting documentation such as contracts as applicable. Ensure proper procurement procedures are followed.

\*See Exhibit I from FNS 796-2 Rev. 4 for List of Costs Requiring Additional Approvals (Tab "Costs Requiring Add'l Approval" of this workbook)

Institution Name:	BALANCED NUTRITION, INC.	Agreement #:	9460
Program Year:	October 1, 2022- September 30, 2023	Estimated Date of Purchase:	10/1/2022
Worksheet:	E	<input type="checkbox"/> Arms length transaction	<input checked="" type="checkbox"/> Less than arms length transaction
Specific Cost Items with Description:	Employee is related to CFO (son is a monitor)	Estimated Cost of item: 32,000.00	

1) Explain why this cost is necessary and why the organization would not be able to operate the CACFP without incurring this cost:  
The monitor position is necessary and required for the daily operations of CACFP for the sponsor. Having staff available to monitor facilities and daycare homes is crucial to ensuring the SO is in compliance and CACFP regulations are met.

2) Describe how the type and amount of the cost is reasonable and does not exceed what a prudent person (or a sponsored facility) would incur under the same circumstances by answering the following:

a) How does the cost represent a generally accepted sound business practice and provide specific examples of such:  
The costs is reasonable based on NAICS and OCC for the area for a comparable position and the hours worked.

b) Indicate how the organization is exercising good judgment by incurring this cost, considering their responsibilities to the organization, its members, employees, clients, the public at large, the Federal government and CACFP (Administrative Sponsors must specifically indicate how the item will benefit sponsored facilities and its impact on the facility):  
The organization is exercising good judgment by incurring this costs because without monitors, the program would not be able to meet its requirements to review facilities in a timely fashion (3x yearly). This costs helps the organization meet its regulatory requirements in an efficient manner.

c) Identify the established practices of the organization for which this cost would represent an ordinary expense (You may be required to submit personnel policies of other documentation of this cost):  
The SO has established a compensation policy that sets pay ranges for all positions which are commensurate with local wages for similar job duties in similar industries.

Check here to certify that proper procurement procedures will be followed, including the submission and retention of all required supporting documentation.

Signature of Institution Staff: *[Signature]* Date: *11/17/2022*

### CACFP Official Use Only Below:

Approval/Denial Status  
 Approved  Approved with limitations  Denied

Amount approved:

Special considerations or reason for denial is listed below:

Signature of State Agency Staff: \_\_\_\_\_ Date: \_\_\_\_\_

To make copies of this form, hold the "Ctrl" button down while clicking and dragging this worksheet to a new worksheet.  
You will be able to create as many forms as you need.