

CHECK OFF LIST AND ATTACHMENTS

	ATTACHED	N/A	PENDING
1. Board of Directors/List of Officers			
2. License and Approvals			
3. Schedule of Days and Hours of Operation			
4. Table of Organization			
5. State Affirmative Action Certificate of Employee Information Report or Plan			
6. State of NJ CRI-300R/Annual Report for Charitable Organizations (must be signed)			
7. Internal Revenue Service Form 990 For the Last Fiscal Year			
8. Agency Fee Schedule (if applicable)			
9. Monthly Statistical Service Report			
10. Federal Tax Exemption Letter			
11. Most Recent Annual Report			
12. Job Descriptions of Personnel For Which Funding is Requested			
13. Most Recent Audit			
14. Schedule of Fringe Benefit Rates (%'s)			
15. Stockholders List (if applicable)			
16. Insurance Documents: Certificate of Insurance and a Copy of the Endorsement Page of the Policy Showing the "County of Monmouth" as Additional Insured			
17. Certificate of Incorporation			
18. Certificate of Occupancy			
19. Other (Please List):			

ADDITIONAL NOTES REGARDING ATTACHMENTS:

PENDING COLUMN MUST INCLUDE EXPECTED DATE OF SUBMISSION

ALL ATTACHMENTS MUST BE NUMBERED IN ACCORDANCE WITH THE LIST ABOVE