

Adding a New CACFP Facility/Site – FY 2013

Instructions: If you wish to add a new site or if you are relocating an approved facility/site, specific documentation must be completed and submitted to the State Agency prior to Child and Adult Care Food Program site approval. Please send applicable information below to your consultant at Ohio Department of Education, Office for Child Nutrition - CACFP, 25 South Front Street, Mail Stop 303, Columbus, Ohio 43215-4183 or FAX to 614-752-7613 or 614-466-8505. Downloadable forms can be obtained from our website at: www.ode.state.oh.us Click on Learning Conditions and Supports. Click on Food & Nutrition. Click on Child and Adult Care Food Program. Click on CACFP Center-based Component.

ALL SITES: *(If the new site has a different federal tax ID number than sponsoring agency, do not proceed. Contact the CACFP office regarding new application process).*

_____ Add the new site online in CRRS (Claims Reimbursement & Reporting System). Click on Center Site Application

_____ *Sponsoring Organizations with multi-sites:* Submit amended Budget in CRRS to include costs for new site and submit a revised Cost Allocation Plan.

_____ *Sponsoring Organizations with multi-sites:* Revise the following online CRRS Management Plan questions:

- Part II: Organizational Capability # 1 – update organizational chart to include new site personnel; and
- Part III: Internal Controls (Monitoring) # 1 - add new site monitoring schedule

_____ *Independent Center adding another site(s) thus changing institution to a Sponsoring Organization with multi-sites:*

- Submit a Cost Allocation Plan (*download sample*)
- Submit Balance Sheet of assets & liabilities for most current 12 month reporting period (*download form*)
- Submit Bank Statement for same ending month of reporting period per submitted Balance Sheet
- Statement of Activities (Income Statement) Form for 12 month reporting period (*download form*)
- Go online to CRRS and complete the following:

1. Click on Annual Child Care Budget green go button and complete budget.
2. Click on Center Management Plan green go button and update the following questions:

Part II: Organizational Capability

- ❖ #1 – update organizational chart to include new site personnel
- ❖ #2 – enter titles of staff responsible for multi-site duties
- ❖ #12- click on response regarding disbursement of funds

Part III: Internal Controls (Training), #3- Click response regarding training of new staff

Part III: Internal Controls (Monitoring) - Answer all questions (#1 - #9) in this section

_____ Send copy of completed New Site Pre-approval Visit Form for each new site (*download form*)

_____ Send two weeks of menus if the meals served at new site are not the same menus as approved sites (*download form*)

_____ Prior to CACFP operation, provide training to applicable staff at the new site. Send copy of completed training documentation form (*download form*)

_____ Send copy of completed Separate Entity Agreement if added site has a separate legal identity (*download form*)

FOR-PROFIT SITES:

_____ Send most current month's daily attendance records for site along with the Ohio Department of Jobs and Family Services (ODJFS) Title XX service list/payment roster for public day care services OR copies (not originals) of participant's free and reduced income eligibility forms for site.

LICENSED SITES: *(Adult Day Care is to submit a copy of current Passport Waiver Approval in lieu of license).*

_____ Send a current day care license or licensing approval letter (Child care centers must be licensed)

UNLICENSED SITES: *(Youth Development, After School at Risk, & Emergency Shelters are exempt from licensing)*

_____ Send a current food service license, exemption or satisfactory inspection report conducted by local Health Department within the past 12 months

_____ Send a current annual fire inspection report conducted by local Fire Department in past 12 months

VENDED FOR-PROFIT and NON-PROFIT SITES: *(Use appropriate downloadable food procurement contract).*

_____ Complete a School Food Service Vending Agreement (also send agreement attachments), **OR**

_____ Complete an under \$150,000 Small Purchase Vending Contract (also send contract attachments), **OR**

_____ Complete an over \$150,000 Invitation for Bid and Contract (IFB). Send following information to state agency prior for approval prior to any distribution

_____ Send a copy of your newspaper ad as explained in the Bid packet. *Reminder: Do not send the ad to the publisher until it is approved by your CACFP consultant.*

_____ Complete the IFB contract per instructions. Send packet to state agency consultant for approval.

_____ Complete an Addendum to Food Procurement Contract Letter (*download form*)