

**Ohio Department of Education
Office for Safety, Health and Nutrition
Nutrition Program Policy Memo**

TO: Ohio Child and Adult Care Food Program (CACFP) Sponsors

FROM: Mary Kershaw, Assistant Director, CACFP
Office for Safety Health and Nutrition
Ohio Department of Education

DATE: January 27, 2010

RE: Adding a **New** Site to the CACFP Application – New

Beginning February 1, 2010, a new procedure will be instituted for all CACFP sponsors that want to add new sites to the current program year approved CACFP application. In order to add a new site after the renewal application has been approved, the following steps must be followed without exception.

- Adding a new site to an existing application:
 - Review requirements for adding a new site posted on the CRRS bulletin board and the ODE, Child and Adult Care Food Program website.
 - Add the new Site information into the existing CACFP application in CRRS.
 - Mail all required support documents to the State Agency (SA) to the attention of the assigned consultant. Use the mail address below.
 - All support documentation and CRRS site information **MUST** be received by the SA no later than the 20th of the month before consideration of approval to claim reimbursement for the 1st of the next month.
 - Any site information received after the 20th of each month will be added and reviewed for approval in the following month's group of new site applications.
 - No new site application will be approved for claiming meals retroactive to the first of the month.

Mail to:

- Office for Safety, Health and Nutrition
Ohio Department of Education
25 S Front Street, Mail Stop 303
Columbus, OH 43215

Attention: Consultant Name

- All new sites supporting documentation must be mailed to the State Agency. Faxed new site supporting documentation will no longer be accepted. Only complete supporting documents will be considered for approval. Do not send one document at a time.
- Sending support documentation via certified mail will allow you to confirm delivery and track materials by date and signature of individual who received the documents on behalf of the State Agency.

**25 South Front St. ML 303
Columbus, Ohio 43215**

1-800-808-6325