

#### Susan Tave Zelman

Superintendent of Public Instruction

Office for Safety, Health & Nutrition Cecelia Torok Associate Director

# CHILD AND ADULT CARE FOOD PROGRAM FISCAL YEAR 2005 POLICY MEMORANDUM

TO: All CACFP Institutions

FROM: Mary Kershaw, Assistant Director, CACFP

DATE: Issued September 13, 2005, Reissued October 15, 2008

SUBJECT: Procedures for Application Changes

For fiscal year 2009, please follow the procedures identified in this memorandum and also notify our CACFP office/your State Agency Consultant (1-800-808-6325) regarding any changes to your Child and Adult Care Food Program (CACFP) application. Failure to make the appropriate changes may impact your approval to participate, claim for reimbursement, or program review.

Send all letters or documentation to the address at the bottom of this page and to the attention of your assigned CACFP Consultant.

#### PROCEDURES FOR:

#### INSTITUTION CHANGE OF OWNERSHIP / FEDERAL TAXPAYER IDENTIFICATION NUMBER (TIN)

- 1. Institution must send a letter on agency letterhead stating the effective date of ownership change.
- 2. CACFP State Agency Consultant will check with the Business Center Office to determine if any funds are owed by the "old" institution. If not, proceed with # 3. If funds are owed, letter will be sent requesting payment.
- 3. CACFP State Agency Consultant enters closure dates and reasons on CRRS (Claims Reimbursement and Reporting System) center site application and sponsor application pages. Closure checklist is completed by Consultant.
- 4. The institution must reapply as a NEW Institution under the new ownership (IRN / Tax ID).
- 5. New institution/sponsor must attend a Potential New Sponsor Training to obtain new application which must include a new W-9 form.
- 6. State Agency Consultant must conduct a Pre-Approval visit as part of the application approval.

#### INSTITUTION CHANGE OF NAME (No change in Tax ID and no change in ownership)

- 1. Institution must send original W-9 Form along with a letter (preferably using new letterhead) documenting:
  - a. The effective date of the name change.
  - b. A request for the name to be changed in CRRS and for check processing.
  - c. There is no change in address, ownership or federal tax identification number.
  - d. Signature of the owner or administrator.



## INSTITUTION CHANGE OF MAILING ADDRESS

(Only the institution's mailing address is changing and there is no change to name, ownership or federal tax identification number).

- 1. Institution must send letter (preferably on new letterhead) stating effective date of the mailing address change. Please state information as "changed from" and changed to". In addition, confirm in the letter that there is no change in name, ownership or federal tax identification.
- 2. Institution is to go online to CRRS Sponsor Application and make needed address changes,
- 3. If the address change involves a change in a facility/center location and not just a change in the administrative office mailing address, the institution must:
  - a. Send to the State Agency a copy of the child care license for the new location, if licensed
  - b. Send to the State Agency a copy of the current food service license or health inspection report and current fire inspection report, if new location is not licensed
  - c. Institution to go online to CRRS and enter/submit new facility/center site information
  - d. Submit center Ohio Department of Job and Family Services (ODJFS) payment roster for most current month or free and reduced income eligibility applications and the center's daily attendance records for the same month, if new location is a For-Profit center. Each facility/site must meet the 25% criteria for approval.

Note: Changing mailing address on CRRS does not automatically change the mailing address in another system (OAKS) that is used by the Business Center Office.

## INSTITUTION CHANGE IN PAYMENT ADDRESS (where check is to be mailed)

- 1. Institution must send letter on agency letterhead stating effective date of the address change. Please state information as "changed from" and changed to". In addition, confirm in the letter that there is no change in name, ownership or federal tax identification.
- 2. Complete and send a W-9 Form. Send form by mail as original signature is needed.

Note: Changing the address on CRRS does not automatically change the address in another system (OAKS) that is used by the Business Center Office.

## INSTITUTION IS CLOSING BUSINESS OR NO LONGER WISHES TO PARTICIPATE IN CACFP

- 1. Institution must send a letter on agency letterhead stating the effective date of closure and the last month for which a claim will be submitted.
- 2. CACFP State Agency Consultant will check with the Business Center Office to determine if any funds are owed by the "old" institution. If not, proceed with # 3. If funds are owed, letter will be sent requesting payment.
- 3. CACFP State Agency Consultant enters closure dates and reasons on CRRS (Claims Reimbursement and Reporting System) center site application and sponsor application pages. Closure checklist is completed by Consultant.

# **INSTITUTION IS CLOSING A FACILITY/CENTER**

- 1. Institution must send a letter on agency letterhead stating the effective date of closure and the last month for which a claim will be submitted.
- 2. CACFP State Agency Consultant will check with the Business Center Office to determine if any funds are owed by the "old" institution. If not, proceed with # 3. If funds are owed, letter will be sent requesting payment.
- 3. CACFP State Agency Consultant enters closure dates and reasons on CRRS (Claims Reimbursement and Reporting System) center site application and sponsor application pages. Closure checklist is completed by Consultant.

## INSTITUTION IS NOT RENEWING APPLICATION FOR NEW FISCAL YEAR

- 1. Institution must send a letter on agency letterhead stating they will not be renewing their application.
- 2. CACFP State Agency Consultant will check with the Business Center Office to determine if any funds are owed by the "old" institution. If not, proceed with # 3. If funds are owed, letter will be sent requesting payment.
- 3. CACFP State Agency Consultant enters closure dates and reasons on CRRS (Claims Reimbursement and Reporting System) center site application and sponsor application pages. Closure checklist is completed by Consultant.

## SPONSORING ORGANIZATION (MULTI-SITE) ADDING A NEW FACILITY/SITE

1. Refer to "Adding a New CACFP Facility/Site" Form for specific instructions. Form can be downloaded from the CACFP website.

# INDEPENDENT CENTER (SINGLE-SITE) ADDING A NEW FACILITY/SITE

- 1. The addition of new site now changes the institution from an Independent Center to a Sponsoring Organization (multi-site). For fiscal year 2009, this change in status now requires an institution to revise an Annual Budget and Management Plan and other forms.
- 2. Please notify the State Agency of addition and request "Adding a New CACFP Facility/Site" and "New Site Pre-Approval Visit Forms." Forms can be downloaded from the CACFP website.

Note: For Fiscal Year 2009, there will be no retroactive approval for sites. A new facility/site approval will be effective the date when all documentation/information is entered / received and deemed satisfactory.

#### INSTITUTION ADDING NEW PROGRAM TYPE

- 1. Institution is to go online to CRRS Center Site Application and add new program type and facility information.
- 2. Institution to contact CACFP State Agency Consultant via phone, mail, email or fax regarding change.
- 3. Institution to submit any necessary documentation per specific program type added.

## INSTITUTION CHANGE IN MEALS / SNACKS APPROVED TO CLAIM

- 1. Institution is to go online to CRRS Center Site Application and make the needed meal/snack changes.
- 2. Institution to contact CACFP State Agency Consultant via phone, mail, email or fax regarding change.

## INSTITUTION CHANGE IN APPROVED MONTHS OF OPERATION

- 1. Institution is to go online to CRRS Center Site Application and change months of operation.
- 2. Institution to contact CACFP State Agency Consultant via phone, mail, email or fax regarding change.

## INSTITUTION CHANGE FROM SELF PREPARATION TO VENDING CONTRACT

- 1. Institution to contact CACFP State Agency Consultant via phone to discuss appropriate vending contract. Vending contracts are available on website for downloading.
- 2. Institution to complete vending contract per CACFP requirements and contract directions.

Website address: www.ode.state.oh.us/