Adding a New Site Policy

To: Child and Adult Care Food Program (CACFP) Sponsors
From: Brigette Hires, Administrator, Office of Nutrition
Date: January 27, 2010, reissued August 2011, reissued September 2014, reissued December 2014, reissued October 2016, December 2025
Re: Adding a New Site to the Child and Adult Care Food Program Application

Purpose

This policy provides procedures for adding new sites to the current program year approved Child and Adult Care Food Program (CACFP) application, ensuring compliance with regulatory requirements and timely submission of necessary documentation.

Regulatory Authority

Under 7 CFR 226.6(b)(1)(xviii), each new institution must submit information sufficient to document that it is financially viable, administratively capable of operating the Program, and has internal controls in place to ensure program accountability.

Department Discretion and Determination

The Department retains discretion to determine whether the submitted documentation and site information meet the requirements for adding a new site to the existing CACFP application. The Department will not approve additional sites for any sponsor who has pending corrective action resulting from any review conducted by the Department. The Department reserves the right to conduct a follow-up review prior to approval of new sites. To add additional sites, the sponsor must:

- Inform Education Program Specialist (EPS) of the request to add site(s).
- Review the requirements for adding a new site, listed below.
- Add the new site information into the existing CACFP application in the Claims Reimbursement and Reporting System (CRRS).
- Upload all required supporting documentation into the CRRS application checklist.

Financial Viability Requirements

For-profit organizations may only sponsor for-profit centers within the same legal entity, (i.e. affiliated centers). A nonprofit organization may sponsor both affiliated and unaffiliated centers. See Financial Viability Policy.

1. For Independent Centers adding another site (becoming a Sponsoring Organization):

    a. Single site sponsors purchasing a center, making them a multi-site sponsor, will have a 12-month financial viability review conducted based upon the financial documents of the existing business.
2. For Sponsoring Organizations with multiple sites:
    a. Multi-site sponsors with under 100 sites who wish to add three or more new sites in any 12-month period will complete a 12-month financial viability review.

Documentation Required and CRRS Submission Steps

All supporting documentation and the CRRS site information must be received by the State Agency 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 reviewed for approval in the following month's group of new site applications. New site applications will not be approved for claiming meals retroactive to the first of the month.

All new site supporting documentation must be uploaded into the CRRS application checklist. Only complete supporting documents will be considered for approval.

1. Submit the site application in the CRRS and update the following areas of the application:
    a. Sponsor Application: Change question #5 to yes
    b. Center Management Plan: Update organizational chart and staff titles, training, and monitoring questions
    c. Revise Budget
    d. Complete checklist items
2. Upload the documents in the checklist:
    a. New Site Pre-approval Visit Form for each new site.
    b. One month of menus if meals at the new site differ from approved sites.
    c. Training documentation form after training new site staff.
    d. Verification that 25 percent of the children in care (enrolled or licensed capacity, whichever is less) were eligible for free or reduced-price meals or were title XX beneficiaries. (For profit centers only)
    e. Unaffiliated Site Agreement if the new site has a separate legal identity.
    f. Ohio Department of Agriculture Food Safety Registration and/or Meat/Poultry Inspection License, or ODA Exemption if applicable.
    g. Licensing documentation as applicable (child care license, health inspection, fire inspection, food service license)