'Add New CACFP Facility' Guide

Sponsor Preparation: *Notify your specialist and complete the eight sponsor preparation tasks below.*

☐ 1. Confirm facility eligibility:
- Find school district boundaries and look up the Free/Reduced percentage.

☐ 2. Collect enrichment information and activity calendar or schedule from site.

☐ 3. Obtain either:
- Active Department of Health Services (DHS) License; or
- Complete Child Care Standards with current Health & Fire Inspections

☐ 4. Create/Update Monitoring Schedule.

☐ 5. Create Unannounced Review Policy (if needed).

☐ 6. Train all staff on CACFP and Civil Rights (file agenda/materials/sign in).

☐ 7. Post 'Building for the Future' and 'And Justice for All' posters in public view.

☐ 8. Conduct a pre-approval monitoring visit (file At-Risk Monitoring Visit Form)

☐ 9. Notify your Health and Nutrition Services (HNS) Specialist of your plan to add a new facility

Request to Add CACFP Site: *Complete the following requirements.*

☐ Step #1: CNPWeb Add/Change/Delete Form & Eligibility – Complete and Submit (by email)

- Attachment: CNPWeb Add/Change/Delete Form
  - o Page 1: Complete Sponsor Entity Information
    - ▪ Tick the box stating "I am requesting a change to the site"
    - ▪ Authorized Signer (from the Permanent Agreement) must sign the document
  - o Page 2: Complete Site Entity Information
    - ▪ Tick the box stating, "I am requesting the creation of a brand-new site" and whether it is associated or non-associated.
    - ▪ Tick a box under "Childcare facilities only, please select one:"
- Attachment: ADHS License or Alternate Approval
- Email: # of Free, Reduced, and Paid Participants (For-Profit)

The Add/Change/Delete Form must be processed. Your assigned Health and Nutrition Services (HNS) Specialist will notify you when it is time to complete the next step in CNP Management Plan & Budget.

☐ **Step #2: Online CNP Management Plan & Budget – Complete/Revise and Submit**

CNP Management Plan

- Sponsor Information
    - o Revisit all questions and make changes as needed
    - o Organizational Chart: Revise and Upload

- Site Information
    - o Complete Questions
    - o Upload License or Alternate Approval documentation

- Administrative Capability
    - o Revisit all questions and make changes as needed
    - o *Attention! Do not change the date/topics listed for last FY CACFP and Civil Rights training.*
    - o Job Descriptions Upload: Revisit and re-upload (adding new positions' job descriptions) as needed
    - o CACFP Annual Training Agenda and Sign-In Sheet: Combine the original documentation submitted/approved with new site training agenda/sign-in materials and upload
    - o Civil Rights Training Agenda and Sign-In Sheet: Combine the original documentation submitted/approved with new site training agenda/sign-in materials and upload
    - o Proposed Schedule of Monitoring Visits: Include new site and upload
    - o Record Retention Policy: Include new site and upload
    - o Menus: Include new site and upload
    - o Building for the Future Document: Include new site's document and upload
    - o Civil Rights Pre-Award Document: Revisit all questions and change as needed
    - o Unannounced Reviews Policy: Include new site and upload

- Financial Viability
    - o Revisit all questions and change as needed (i.e. Funding Sources, Liens, etc.)
    - o Change Anticipated Monthly CACFP Reimbursement

CNP Budget

- Revisit all questions and make changes as needed
- Increase Projected CACFP Food Cost and Annual Reimbursement to accommodate new site
- Increase labor costs, facility costs, and supplies costs as needed

The revised CNP Management Plan and Budget must be reviewed and approved. Your assigned HNS Specialist will notify you when it is time to complete the next step in CNPWeb.

☐ **Step #3: CNPWeb Applications – Complete/Revise and Submit**

- Complete new site application (for new facility) & new sponsor application
  Ensure all information matches information reported in the CNP Management Plan

The revised CNPWeb applications must be reviewed and approved. Your assigned HNS Specialist will notify you when the new site is approved to begin claiming.