

Instructions for Adding a New Site

Child and Adult Care Food Program

Step 1 If the facility is legally affiliated with your institution, skip this step and proceed to the next step. If the facility is not legally affiliated with your institution:

- a. Submit a copy of the form, Sponsoring Organization Providing Meals/Snacks to Unaffiliated Child Care Facility (ISBE 67-62B). If you do not have a copy of this form, one can be sent to you upon request.
- b. Submit a copy of the facility's federal income tax-exemption letter, issued by the United States Department of Treasury, documenting its 501(c)(3) status (applicable to non-profit facilities only).

Step 2 If the facility is a non-profit child care facility or a public entity, skip this step and proceed to the next step. If the facility is a for-profit child care facility:

- a. Submit the Documentation of For-Profit Eligibility (ISBE 67-91) form available on our website at http://isbe.net/nutrition/pdf/67-91_for_profit_eligibility.pdf.
- b. Submit a copy of the facility's CACFP Master List or an enrollment roster (applicable only to facilities using enrollment instead of capacity on the Documentation of For-Profit Eligibility form).
- c. Submit copies of one of the following to show the documentation used to calculate the percentage of eligible children:
 - i. Subsidized billing sheets for children enrolled at the facility in the form of an Illinois Department of Human Services Child Care Certificate Report
 - ii. Subsidized billing sheets for children enrolled at the facility in the form of a Department of Children and Family Services Monthly Enrollment Report
 - iii. Household Eligibility Applications for Child Care Centers (ISBE 69-88) forms for children enrolled at the facility who are eligible for free or reduced-price meals

Step 3 Submit the Preapproval Visit Form for Sponsors (ISBE 67-60) located on our website at http://www.isbe.net/nutrition/pdf/67-60_preapproval.pdf.

Step 4 If the facility does not receive Head Start funding, skip this step and proceed to the next step. If the facility receives Head Start funding:

- a. Submit a copy of the facility's Illinois Department of Human Services Head Start Award Letter or a copy of the facility's contract with the Head Start agency providing the funding, indicating the number of Head Start funded slots at your facility.

Step 5 If the facility prepares meals on-site or via a central kitchen, skip this step and proceed to the next step. If the facility purchases prepared meals from a vendor:

- a. Submit a copy of the Small Purchase Agreement for Procurement of Vended Meals (ISBE 67-89) if the annual vended meal purchases for the sponsoring institution are less than \$100,000. The agreement is available on our website at http://www.isbe.net/nutrition/htmls/forms_cacfp_vendors.htm.
 - i. Submit a copy of the Certification Regarding Debarment (ISBE 85-34) form, signed by the vendor.
 - ii. Submit a copy of the vendor's most current (within the last 12 months) health inspection report.
- b. Call this agency at 800-545-7892 if annual vended meal purchases for the sponsoring institution are greater than \$100,000.

Step 6 If the facility will not participate in the At-Risk After-School Program, skip this step and proceed to the next step. If the facility will participate in the At-Risk After-School Snack/Supper Program:

- a. Submit the form Verification Document for At-Risk After-School Snack/Supper Program (ISBE 63-82) form available on our website at http://www.isbe.net/nutrition/pdf/63-82_verification_at-risk.pdf.
EXCEPTION: After-school programs operating in a public school building are exempt from this requirement when the same school is used to meet the area eligibility.

Step 7 If the facility is licensed with the Department of Children and Family Services (DCFS), skip this step and proceed to the next step. If the facility is not licensed with DCFS:

- a. Submit the DCFS License Exemption Request (ISBE 68-80) form to DCFS, as instructed on the form. The form is available on our website at http://www.isbe.net/nutrition/htmls/forms_cacfp.htm.
- b. Submit Authorization for Background Check Forms (CFS-689) for all employees and volunteers of the facility, to DCFS, as instructed on the form. The form is available on our website at http://www.isbe.net/nutrition/htmls/forms_cacfp.htm.

Step 8 Complete a new Site Application found on IWAS under Child Nutrition ACES. To access a blank Site Application, open one of your existing site applications. At the top of the screen, click on Add New Site. Complete the site application and submit it to ISBE.

Step 9 If this is the first time you will have more than one facility participating in the CACFP:

- a. Submit the Annual Budget, with expenses for all facilities through September 30, the end of this fiscal year. You will find the Annual Budget on Child Nutrition ACES under the Sponsor Application section, by clicking on the Links drop down box.
- b. Submit the Management Plan to show procedures that will be followed as a multi-site sponsoring organization. You will find the Management Plan on Child Nutrition ACES under the Sponsor Application section, by clicking on the Links drop down box. After you electronically submit the Management Plan to the ISBE, email, fax or mail any attachments to the ISBE.

If this is not the first time you will have more than one facility participating in the CACFP:

- a. Update the monitoring section of your existing Management Plan and re-submit via IWAS.

IMPORTANT

Submit all new site application documents via email, fax or mail.

Contact information:

Illinois State Board of Education
Nutrition Programs Division
100 North First Street, W-270
Springfield, Illinois 62777-0001

Phone: 800/545-7892

Fax: 217/524-6124

Email: pawillia@isbe.net

Please read and follow the Fact Sheet—Responsibilities of a Multi-Site Sponsoring Organization. This document is available on our website at http://www.isbe.net/nutrition/pdf/multi_site_factsheet.pdf.

When all parts of the application process are complete, an approval letter will be attached to an email in your IWAS inbox. Please check the accuracy of the approval letter along with the site application. You must maintain a copy of both the site application and approval letter.

Updated March 2011