

Adding a New CACFP Site

Child and Adult Care Food Program

Nutrition Division

cnp@isbe.net

217-782-2491



Multi-Site Sponsors

Please read and follow the requirements outlined in the Fact Sheet, “Responsibilities of a Multi-Site Sponsoring Organization.”

This Fact Sheet is available on our website at https://www.isbe.net/Documents/multi-site_factsheet.pdf.

All forms for Recordkeeping and Sponsoring Organizations are online at <https://www.isbe.net/Pages/Child-Adult-Care-Food-Program-Documents.aspx>.

Step 1:

Send New Site Documents

Submit the following to CACFP staff, *as applicable* to the new site:

- Site Application.
- Pre-approval Visit form.
- For-profit eligibility.
- Head start agreement.
- Meal preparation information.
- At-risk Afterschool program eligibility.
- DCFS licensing – OR – fire and health inspection documentation.
- Detailed Management Plan.
- Additional information may be requested.

Step 1: Site Application

Site Application ([ISBE Form 69-45](#)) is required for all new sites.

Must Identify which type of entity, A or B:

A. Legal Entity: If your institution operates other programs for children at this facility, including the CACFP, and is responsible for hiring and paying staff who work at the facility, skip to next page. The Sponsoring Organization is Legally and Financially responsible for the facility.

B. Separate Legal Entity: If your institution provides ONLY CACFP services and no other programs for children at this new site, and is not responsible for hiring and paying staff who work at the facility, then submit the following information:

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, request from CACFP staff.

Submit a copy of the facility's federal income tax-exemption letter, issued by the U.S. Department of Treasury, documenting its 501(c) (3) status (applicable to non-profit facilities only).

If the facility is a church they may submit one of the following:

Federally tax exempt letter, per section 501 (c) (3) OR,

Parent organization Federal 501c3 letter with attached list of affiliated churches, specifically listing the church making application.

Step 1: Pre-Approval Visit Form

Preapproval Visit Form for Sponsors ([ISBE Form 67-60](#))

- Required for all new sites.
- Must be signed by the designated Sponsoring Organization's Monitor and Director.

responsibilities?	
<i>Findings:</i>	<i>Corrective Action:</i>
<i>Date</i>	<i>Signature of Monitor</i>
<i>Date</i>	<i>Signature of Director</i>

Step 1: For Profit Eligibility

If the facility is a non-profit child care facility or a public entity, skip to the next page.

If this facility is a for-profit child care facility, submit the following:

- Documentation of For-Profit Eligibility ([ISBE Form 67-91](#)) form .
- 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).
- Copies of one of the following to show the documentation used to calculate the percentage of eligible children:
 - Subsidized billing sheets for children enrolled at the facility in the form of an Illinois Department of Human Services Child Care Certificate Report
 - Subsidized billing sheets for children enrolled at the facility in the form of a Department of Children and Family Services Monthly Enrollment Report
 - Household Eligibility Applications for Child Care Centers (ISBE 69-88) forms for children enrolled at the facility that are eligible for free or reduced-price meals.

Step 1:

Head Start Agreement

If the facility does not receive Head Start funding, skip to the next page.

If the facility receives Head Start funding, 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 1:

Meal Preparation Information

If the facility prepares meals on-site or via a central kitchen, skip to the next page.

If the facility purchases prepared meals from a vendor, submit:

- A copy of the Small Purchase Agreement for Procurement of Vended Meals ([ISBE Form 67-89](#)) if the annual vended meal purchases for the sponsoring institution are less than \$250,000.
- A copy of the Certification Regarding Debarment ([ISBE Form 85-34](#)) form, signed by the vendor.
- A copy of the vendor's most current (within the last 12 months) health inspection report.

Or

- If the annual vended meal purchases for the sponsoring institution are \$250,000 or more, the Invitation for Bid and Contract for Purchased Meals process will need to be completed. Call (800) 545-7892 for detailed information before completing.

Step 1:

At-Risk Afterschool Eligibility

If the facility will not participate in the At-Risk After-School Program, skip to the next page.

If the facility will participate in the At-Risk Afterschool Program, submit a completed Verification Document for At-Risk After-School Snack/Supper Program ([ISBE form 63- 82](#)).

- (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. Additionally, Summer Food Service Program (SFSP) sites that established area eligibility using school data for SFSP may use the same area eligible site for CACFP.)

For a Sponsoring Organization to operate within a School we require: a copy of the agreement/ contract between the School District and the Sponsoring Organization or to have written permission from the District Superintendent, or a District Level Representative with the Authorization to make financial and legal decisions on behalf of the district, for any outside organization to operate in their district before we can approve.

Step 1 – DCFS Licensing

If the facility is licensed with the Department of Children and Family Services (DCFS), skip to the next page.

If the facility is not licensed, submit:

- A copy of the facility's Health Inspection. Required inspection must be free of violations and completed within the past 12 months.
- A copy of the facility's Fire Inspection. Required inspection must be conducted by state or local authority, free of violations and completed within the past 12 months.

This is required for ALL non-DCFS licensed programs. Public school buildings are exempt.

Additional Requirements for First-time Multi-Site Sponsors

If you already have multiple sites participating in CACFP, skip to the next page.

1. You must submit a detailed management plan that covers how the institution operates and how CACFP procedures are implemented.
2. If this is the first time you will have more than one facility participating in the CACFP, ISBE will complete a Technical Assistance Visit for first-time multi-site sponsors to review requirements. An ISBE monitor will contact you to schedule this visit.

Fact sheet for multi-site sponsor: https://www.isbe.net/Documents/multi-site_factsheet.pdf

Additional Requirements for First-time Multi-Site Sponsors, continued

3. Once the new site has been approved, you will complete the following components in WINS:

- Submit the Annual Budget, with expenses for all facilities through Sept. 30, the end of this fiscal year. You will find the Annual Budget on WINS under the Component Status Summary section of the WINS Dashboard.
- Complete the Sponsor Questionnaire to answer additional questions for multi-site sponsors, and resubmit.
- After you electronically submit the Questionnaire to the ISBE, attach the required documents you are prompted for in the Questionnaire. Attach the documents by clicking on the “paperclip” icon, located at the top of the Sponsor Dashboard in WINS, and selecting the appropriate files to upload.

Step 2- Add New Site in WINS

From the WINS Dashboard, under the “Sponsor Tasks” tab, click on “Add New Site”

The screenshot displays the WINS Dashboard interface. At the top, there are five tabs: 'Sponsor Tasks', 'Sponsor Applications & Participation', 'Site Applications', 'Claims & Monitoring', and 'Sponsor Info'. The 'Sponsor Tasks' tab is circled in yellow. Below the tabs is a section titled 'Administrative Tasks' which is divided into four quadrants: 'Sponsor Tasks', 'Site Application Tasks', 'Reports', and 'Budget'. In the 'Sponsor Tasks' quadrant, the 'Add New Site' option is highlighted with a yellow arrow. The 'Budget' quadrant contains the text 'No WINS Budgets required.'

Administrative Tasks	
Sponsor Tasks	Site Application Tasks
<ul style="list-style-type: none">Batch Daily Meal CountsBatch Participation Detail+ Add New SiteDeactivate/Re-activate Site(s)Deactivate Sponsor	<ul style="list-style-type: none">Enroll Site In New ProgramEdit Site QuestionnaireEdit Program ParticipationEdit Participation Detail
Reports	Budget
<ul style="list-style-type: none">Waiver SubmissionsParticipation / Claiming Summary By SiteApplications Not ReceivedDcfs Sponsor ReportsDirect Certification	No WINS Budgets required.

Step 2- Add New Site in WINS

- Fill out the data and click “Submit” (*Note: Make sure you have selected the correct program type and program year!)

(Your new site will **not** appear in the Site Applications tab right away. It must first be approved by ISBE after the documentation submitted from Step 1 has been reviewed and approved. After the site has been approved by ISBE, it will show in your “site applications” tab, and you will then complete the site application including the Questionnaire and Participation in WINS.)

The screenshot shows a web form for adding a new site. The form is titled "Sites" and has a blue header. The form is divided into several sections:

- Program Type:** A dropdown menu with "Child and Adult Care Center Food Program" selected.
- Program Year:** A dropdown menu with "2024" selected.
- Entity Type:** A dropdown menu.
- Tax Exempt Status:** A dropdown menu.
- Entity:** A section with a blue header containing a "Site Name" field.
- Site Address:** A section with a blue header containing "Site Address", "Site City", "Site State" (a dropdown menu with "IL" selected), "Site Zip" (a field with a hyphen separator), and "Site County" (a dropdown menu).
- Program Start Date:** A date field with a calendar icon.
- Site Contact:** A section with a blue header containing "First Name", "Middle Name", "Last Name", "Title", "Email", "Business Phone", "Fax Number", and "Cellular" (each with an "Ext." field).

At the bottom of the form, there are "Submit" and "Cancel" buttons. A yellow circle highlights the "Submit" button.

Step 3- Review Approval Letter

- Your new site will appear in the Site Applications tab after all required Step 1 documentation is submitted to ISBE. You will then complete the site application, including the Questionnaire and Participation components in WINS.
- When all parts of the application process are complete, an approval letter will be attached to an email in your IWAS inbox. You can also access it by clicking on the “paperclip” icon at the top of your WINS dashboard: 
- Please check the accuracy of the approval letter along with the site application. You must maintain a copy of both the site application documents and approval letter.

Thank You

Submit all new site documents to:

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

Or, email to cnp@isbe.net

Or, fax to (217) 524-6124

Questions:

Call (800) 545-7892 (IL Only) or (217) 782-2491

<https://www.isbe.net/Pages/Child-Adult-Care-Food-Program-Documents.aspx>

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online

at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

mail:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

fax:

(833) 256-1665 or (202) 690-7442; or

email:

program.intake@usda.gov

This institution is an equal opportunity provider.