

Sponsoring Organization Instructions for adding new sites (CACFP)

We are excited to see you grow in the Child and Adult Care Food Program (CACFP)! Please follow these instructions carefully to ensure that your new site will be approved in a timely fashion. All forms must be complete and supported with the additional documentation before they will be reviewed for approval

#1- Conduct a pre-approval visit and complete a “Multi-sited Pre-approval Visit” to ensure the site meets all requirements. During this visit, you will provide all applicable materials and train responsible persons on the CACFP. Use the form located in the Sponsor Manual Section or in the Resource Library under the Multisited section.

#2- All sites participating in the CACFP must be licensed by DHS, a tribe or the military. If no such license exists, it is the SOs responsibility to let us know why they are exempt. For more details on license exemption, refer to License Exemption information found in the Sponsor Manual Section or in the Resource Library under the Multisited section.

#3- Conduct a search on the National Disqualified List (NDL) to ensure that none of your principals or responsible persons associated with the site have been convicted of any activity that indicates a lack of business integrity within the last (7) years. To register for the NDL list, use the NDL registration instructions found in the Sponsor Manual Section or go to Resource Library under the Multisited section.

#4- Update your “Sponsoring Organization Application for Participation- CACFP/FDCH-1” to increase any applicable budget items and required monitoring hours required.

#5- After completing steps 1-3, fully complete the “CACFP Site Status Change Form”. Partially completed forms will be returned. Submit the completed form to CACFP@sde.ok.gov OR your assigned office staff person. Supporting documentation must also be submitted along with the form before approval will be considered. Examples of documentation- DHS license/exemption letter, Title XX contract, DUNS number, copy of NDL search results, At-Risk verification and completed Multi-site Pre-approval Visit”.

#6- Once our office has received the documentation, the site will be entered into your “Site Maintenance” section in the CACFP website. You will be notified once this process is complete.

#7- Now you are ready to complete the “Application for Participation-CACFP-1”. When complete, notify our office for approval.

#8- After these steps are complete, an area consultant will contact you and schedule an on-site approval visit within 30 days of application approval. Claims for this site will not be allowed prior to the effective date established by your Program Specialist.

Remember! Sponsoring Organizations must conduct an On-Site Monitoring Review within the first 4 weeks of operation.