

TO: CACFP Sponsoring Organizations of Day Care Homes

FROM: Sandra J Rhoades, Director, Homes Administration Unit
Child and Adult Care Food Program

DATE: February 21, 2014

SUBJECT: Procedural Change for Submission of On-Site Provider Addendum (CACFP-160)

CACFP has issued two memoranda that formalize changes to procedures initiated by the CACFP Information and Payment System (CIPS). This memorandum clarifies when the On-Site Provider Addendum (CACFP-160) form is required and simplifies the submission of the CACFP-160 form for a participating home. This change is effective immediately upon receipt.

An On-Site Provider (OSP) is the primary caregiver in the day care home. The OSP is the person who is responsible for maintaining on-site daily records of menus and attendance, and the person Sponsor staff should see during monitoring visits. The OSP may also be responsible for any serious deficiencies in the operation of CACFP. As directed by USDA, CIPS was designed to issue monthly payments to the OSP and requires the reimbursement be issued to the OSP in all cases. The owners and/or official business name may be included on the reimbursement check, and direct deposits may be sent to a bank account as requested by the OSP. Because of this, it is important that any change in OSP is immediately documented on the CACFP-160 form.

The On-Site Provider Addendum (CACFP-160) form is needed, when:

- The owner of a day care home owns only a single home and has an OSP;
- The owner of a day care home owns multiple homes with OSPs (even if the owner is the OSP in one of the homes);
- The OSP changes in a single home;
- The OSP changes in a multiple home (even if the OSP changes and the owner now becomes the OSP in one of the homes);
- The OSP switches to the owner in a single home;
- Any circumstance when “Line A9: On-Site Provider” on the “License/Reg” tab in CIPS changes.

Revised Procedure for Submission of CACFP-160 Forms:

Existing, participating Day Care Home (DCH): A faxed, scanned or emailed copy of the CACFP-160 form is now acceptable for any on-site provider change in existing, participating homes. CACFP staff will verify that the original forms are on file in the Sponsor office during regularly scheduled administrative reviews, and may request an original CACFP-160 at any time.

If the owner is the OSP in an existing home and it changes to a new on-site provider, a faxed, scanned or emailed copy of the CACFP-160 will be accepted. This will not be considered a new home.

New DCH with OSP: There is no change in the procedure for a newly participating DCH. An original, signed CACFP-160 is required for a new DCH along with the original, signed Continuous Application and Agreement for Day Care Home Participation (CACFP-3705).

REMEMBER: The Application Effective Date (E1) under the Sponsor Use Only tab must be set *every* time a new version of the application is created and approved. A change of the OSP will not register for the correct effective month if the Application Effective Date is not set when the OSP change occurs. The wrong Application Effective Date will affect who is listed on the provider claim and Provider Check Report for any given month. If the wrong OSP is paid, it will be an administrative review violation and may result in a finding in your annual financial audit.

To ensure the current OSP is approved for the correct month, Sponsor staff must use the date of the CCFS update for the Application Effective Date of the OSP change. *As you can see below, the CCFS Update was on 2/11/2014 6:45:03AM; therefore, the "Application Effective Date" would be set to 02/01/2014.*

Version: 2

Summary License/Reg. ✓ Tiering ✓ Hours/Meals ✓ Ethnic/Racial ✓ Sponsor Use Only ✓ Admin ✓

Sponsor Use Only

E1. Application Effective Date:	02/01/2014
E2. Preapproval Visit Date:	07/30/2012
E3. Provider signed DOH-3705 Date:	07/30/2012
E4. Sponsor signed DOH-3705 Date:	07/30/2012
E5. Monitor:	
E6. Facility ID Change:	00559725
E7. Application Status:	Submitted

Created By: CCFS Update on: 12/28/2013 6:45:07 AM Modified By: CCFS Update on: 2/11/2014 6:45:03 AM

Previous Finish Cancel

For additional information, refer to the previously issued memoranda:
2013-01, Procedural Changes with CIPS Implementation
2013-14, Procedural Changes with CIPS Implementation- Part 2

Please contact a Homes Unit Nutritionist at 1-800-942-3858, and select Option 3, if you have any questions.



ON-SITE PROVIDER ADDENDUM

See Reverse for Owner/Operator and On-Site Provider Responsibilities.

The Owner/Operator and current On-Site Provider must sign this form. By signing this form, both the Owner/Operator and On-Site Provider agree to the responsibilities listed on the back of this form.

License issued to _____

Address of the Day Care Home _____

License # _____ Expiration Date _____

Print Owner/Operator Name _____

Owner/Operator Signature _____

Print On-Site Provider Name _____

On-Site Provider Signature _____

The CACFP check will be issued to the On-Site Provider listed above. If the On-Site Provider changes, a new CACFP-160 form must be submitted. At that point, the CACFP check will be issued to the new On-Site Provider.

OCFS Effective Date of Change _____

Date Submitted to CACFP _____

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OWNER/OPERATOR AND ON-SITE PROVIDER RESPONSIBILITIES

The Owner/Operator must sign the Application and Agreement (DOH-3705) at the initial pre-approval visit. Both the Owner/Operator and the On-Site Provider will sign the On-Site Provider Addendum (CACFP-160) at the initial visit and whenever the On-Site Provider changes.

When the On-Site Provider changes:

- The Owner/Operator must notify the Sponsor prior to submission of a claim for a month in which the new On-Site Provider cared for children.
- The Sponsor must submit a completed On-Site Provider Addendum (CACFP-160) before a claim that includes any days in which the new On-Site Provider was providing care can be processed.
- The Sponsor must submit a copy of the revised license, registration or CCFS documentation to CACFP.

All of the Owner/Operator's family and group day care homes must participate under the same CACFP Sponsor to enhance oversight and management of changes in On-Site Providers.

The monthly attendance and meal records must be signed by the current On-Site Provider. Sponsors have the option to require the signatures of both the Owner/Operator and the On-Site Provider on monthly attendance and meal records.

Monthly CACFP reimbursement checks must be issued to the On-Site Provider with the individual day care home site clearly indicated on each check. Reimbursement checks cannot be issued to the Owner/Operator or business entity but they can be issued jointly to the On-Site Provider and the Owner/Operator.

If the On-Site Provider changes, a new CACFP-160 form must be completed before a CACFP check can be issued in the new On-Site Provider's name.

Both the Owner/Operator and On-Site Provider must attend the initial CACFP orientation and the required annual training provided by the Sponsor.

Both the Owner/Operator and On-Site Provider are responsible for:

- operating CACFP within the Federal Regulations
- complying with all CACFP policies and guidance
- complying with all Sponsor policies and procedures specific to the CACFP Program
- meeting all CACFP record keeping requirements, including maintaining records at the day care home site at all times

The Owner/Operator is ultimately responsible for correction of all violations in CACFP operations. A notice of serious deficiency and subsequent termination correspondence must be issued to the Owner/Operator. However, if the violation is a direct result of the On-Site Provider's actions and/or negligence, he/she must also be named seriously deficient and both the Owner/Operator and the On-Site Provider will be subject to placement on the National Disqualified List.