

John R. Kasich, Governor
Paolo DeMaria, Superintendent of Public Instruction

**CHILD AND ADULT CARE FOOD PROGRAM
POLICY MEMORANDUM**

TO: Ohio Child and Adult Care Food Program Sponsors

FROM: Office for Child Nutrition
Ohio Department of Education

DATE: January 27, 2010, reissued August 2011, reissued September 2014, reissued December 2014, reissued October 2016

RE: Adding a **New** Site to the Child and Adult Care Food Program Application

Beginning February 1, 2010, a new procedure will be instituted for all Child and Adult Care Food Program sponsors that want to add new sites to the current program year approved Child and Adult Care Food Program application. In order to add a new site after the renewal application has been approved the following steps must be followed without exception.

- Adding a new site to an existing application:
 - Review requirements for adding a new site posted on the Claims Reimbursement and Reporting System bulletin board and the Ohio Department of Education, Child and Adult Care Food Program website.
 - Add the new Site information into the existing Child and Adult Care Food Program application in the Claims Reimbursement and Reporting System.
 - Upload all required supporting documents into the Claims Reimbursement and Reporting System application under Supporting Documents.
 - All support documentation and Claims Reimbursement and Reporting System site information **MUST** be received by the State Agency no later than the 20th of the month before consideration of approval to claim reimbursement for the 1st of the next month.
 - Any site information received after the 20th of each month will be reviewed for approval in the following month's group of new site applications.
 - No new site application will be approved for claiming meals retroactive to the first of the month.
- All new sites supporting documentation must be uploaded into Claims Reimbursement and Reporting System. Faxed new site supporting documentation will no longer be accepted. Only complete supporting documents will be considered for approval.

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