



Mike DeWine, Governor  
Dr. Stephanie K. Siddens, Interim Superintendent of Public Instruction

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

**TO:** Child and Adult Care Food Program Institutions

**FROM:** Ohio Department of Education, Office of Nutrition  
Brigette Hires, PhD, RD, Director

**DATE:** Originally issued September 13, 2005; most recent revision issued  
October 2016; reissued July 2022

**SUBJECT:** Procedure for Application Changes

Please follow the applicable procedure for the specific situations identified in this memorandum when making any changes to your Child and Adult Care Food Program (CACFP) application.

***Failure to make the appropriate changes may impact your approval to participate in the CACFP and your claims for reimbursement.***

Applicable documents must be uploaded in the Claims Reimbursement and Reporting System (CRRS) application packet under Supporting Documents.

**INSTITUTION CHANGE OF OWNERSHIP WHEN THERE IS A NEW FEDERAL TAXPAYER IDENTIFICATION NUMBER**

1. The institution must email a letter on agency letterhead to its Education Program Specialist stating the change in Taxpayer Identification Number and the effective date of the ownership change.
2. If funds are owed by the **OLD** institution, the Office of Nutrition Fiscal Manager will send an invoice letter requesting payment.
3. The Program Administrator will make the **OLD** center and sites inactive in the CRRS.
4. **The NEW institution must reapply as a NEW sponsor under the NEW ownership with a NEW IRN and the NEW Taxpayer Identification Number.**
5. The **NEW** institution will be advised to complete forms in the Ohio Shared Services [Supplier Portal](#), including a new W-9.

6. The **NEW** institution will be provided with instructions to change its information in the [Ohio Educational Directory System](#) (OEDS).
7. The **NEW** institution must complete the Office of Nutrition [Potential New Sponsor Survey](#) and [Sponsor Training](#).
8. The **NEW** institution must complete a [Certificate of Authority](#), which permits the Office of Nutrition to provide access to the CRRS to sponsor-approved persons. sponsor-approved persons.
9. The Education Program Specialist must conduct a pre-approval visit as part of the application approval process. The sponsor may begin claiming meals effective the day they are approved.

#### **INSTITUTION CHANGE OF OWNERSHIP WHEN THERE IS NO CHANGE IN FEDERAL TAXPAYER IDENTIFICATION NUMBER**

1. The institution must email a letter on agency letterhead to its Education Program Specialist stating the effective date of ownership change.
2. If funds are owed by the **OLD** institution, the Office of Nutrition Fiscal Manager will send an invoice letter requesting payment.
3. The Program Administrator will make the **OLD** center and sites inactive in the CRRS.
4. **The institution must reapply as a NEW Institution under the new ownership with a NEW IRN.**
5. The **NEW** institution will be advised to complete forms in the Ohio Shared Services [Supplier Portal](#).
6. The **NEW** institution will be provided with instructions to change its information in [OEDS](#).
7. The **NEW** institution must complete the [Potential New Sponsor Survey](#) and the [Sponsor Training](#).
8. The **NEW** institution must complete a [Certificate of Authority](#), which permits the Office of Nutrition to provide sponsor approved persons access to the CRRS.
9. The Education Program Specialist must conduct a pre-approval visit as part of the application approval process. The sponsor may begin claiming meals effective the day they are approved.

#### **CHANGE OF INSTITUTION NAME WHEN THERE IS NO CHANGE IN TAXPAYER IDENTIFICATION NUMBER OR OWNERSHIP**

1. The institution must email a letter on letterhead showing the new institution name to the Education Program Specialist documenting:
  - a. The effective date of the name change.
  - b. A request for the name to be changed in the CRRS.
  - c. An affirmation statement there is no change in address, ownership or federal taxpayer identification number.
2. The letter must be signed by the owner or administrator.

3. The institution must change its name in [OEDS](#) and the Ohio Shared Services [Supplier Portal](#)

### **INSTITUTION CHANGE OF MAILING ADDRESS**

In this case, only the institution's mailing address is changing and there is no change to name, ownership or federal taxpayer identification number.

1. The institution must email a letter on new letterhead to the Education Program Specialist documenting:
  - a. Both the old address and the new address.
  - b. The effective date of the mailing address change.
  - c. An affirmation statement there is no change in name, ownership or federal taxpayer identification number.
2. The institution must change its address in [OEDS](#) and the Ohio Shared Services [Supplier Portal](#).
3. The institution must make the address changes in the CRRS sponsor application.
4. If the address change involves a change in a facility/center location and not just a change in the administrative office mailing address, the sponsor must:
  - a. Submit to the State Agency a copy of the new childcare license for the new location.
  - b. Submit to the State Agency a copy of the current food service license (if applicable).
  - c. Submit to the State Agency the health inspection report and current fire inspection report, if the new location is not licensed to serve food.
  - d. The Institution must enter the new facility/center site information in the CRRS sponsor application.
  - e. **For Profit Sites Only:** Must submit the center's Ohio Department of Job and Family Services Payment Roster for the most current month or Free and Reduced Income Eligibility Applications and the center's daily attendance records for the same month. Each facility/site must meet the 25% criteria for approval.

*Note: Changing the mailing address on the sponsor application in the CRRS does not automatically change the mailing address in any other State of Ohio system (i.e., Ohio Administrative Knowledge System – OAKS. These changes must be done through the Ohio Shared Services [Supplier Portal](#)).*

### **INSTITUTION CHANGE IN PAYMENT MAILING ADDRESS**

1. The institution must email a letter on new letterhead to the Education Program Specialist documenting:
  - a. Both the old address and the new address.
  - b. The effective date of the mailing address change.
  - c. Confirmation there is no change in name, ownership or federal taxpayer identification number.

2. The institution must change its address in [OEDS](#) and the Ohio Shared Services [Supplier Portal](#).
3. The Institution must make the address changes in the CRRS sponsor application.

*Note: Changing the mailing address on the sponsor application in the Claims Reimbursement and Reporting System does not automatically change the mailing address in any other State of Ohio system (i.e., Ohio Administrative Knowledge System – OAKS. These changes must be done through the Ohio Shared Services [Supplier Portal](#)).*

#### **INSTITUTION IS CLOSING BUSINESS / NO LONGER WISHES TO PARTICIPATE IN THE CACFP**

1. The institution must email a letter to the Education Program Specialist on agency letterhead stating the effective date of closure and the last month for which a claim will be submitted.
2. The Office of Nutrition Fiscal Manager will send an invoice letter requesting payment if it is determined funds are owed.
3. When the final reimbursement has been made, the Education Program Specialist will notify the Program Administrator who will make the center and sites inactive in the CRRS.

#### **INSTITUTION IS CLOSING A SITE**

1. The institution must email a letter on agency letterhead to the Education Program Specialist stating the effective date of closure and the last month for which a claim will be submitted.
2. The Office of Nutrition Fiscal Manager will send an invoice letter requesting payment if it is determined funds are owed.
3. The Education Program Specialist will make the sites inactive in the CRRS after the final reimbursement has been made.

#### **INSTITUTION IS NOT RENEWING APPLICATION FOR THE NEW FISCAL YEAR**

1. The institution must email a letter on agency letterhead to the Education Program Specialist stating they will not be renewing its application.
2. The Office of Nutrition Fiscal Manager will send an invoice letter requesting payment if it is determined funds are owed.
3. The Program Administrator will make the center and sites inactive in the CRRS.

#### **SPONSORING ORGANIZATION (MULTI-SITE) ADDING A NEW FACILITY/SITE**

1. Refer to the [Adding a New Site to the Child and Adult Care Food Program Application](#) for specific instructions.

### **INDEPENDENT CENTER (SINGLE-SITE) ADDING A NEW FACILITY/SITE**

1. The institution must notify the State Agency of the addition of sites. Refer to the [Adding a New Site to the Child and Adult Care Food Program Application](#) for specific instructions
2. **FOR PROFIT INSTITUTIONS:** If the institution is **for profit**, the new center must have the same taxpayer identification number as the existing center.
3. The addition of the new site now changes the status of the institution from an Independent Center to a Sponsoring Organization (multi-site). The change in status requires the State Agency to review the institution's financial documents to assure financial viability of the organization prior to approval of the new site applications. The institution must submit a balance sheet, statement of activities for the past year, a bank statement, Ohio Department of Job and Family Services payments, a cost allocation plan, and an annual budget.

*Note: There will be no retroactive approval for sites. A new facility/site approval will be effective the date when all documentation/information is entered / received and deemed satisfactory.*

### **INSTITUTION ADDING A NEW PROGRAM TYPE**

1. The Institution must add the new program type and facility information in the CRRS site application.
2. The Institution must notify the Education Program Specialist in writing regarding change.
3. The Institution must submit any necessary documentation per specific program type added.

*Note: There will be no retroactive approval of program types. Approval will be effective the date when all documentation/information is entered/received and deemed satisfactory.*

### **INSTITUTION CHANGE IN MEALS / SNACKS APPROVED TO CLAIM**

1. The institution must contact the Education Program Specialist via email regarding change.
2. The institution must make the snacks/meals changes to the Center Site Application in the CRRS.
3. If the institution is adding a meal or snack type, the institution must submit a month of menus.
4. If applicable, the institution must submit an addendum to its Food Procurement Contract.

*Note: There will be no retroactive approval of meal types. Approval will be effective the date when all documentation/information is entered/received and approved.*

### **INSTITUTION CHANGE IN APPROVED MONTHS OF OPERATION**

1. The institution must contact the Education Program Specialist via email regarding change.

2. The institution must change the months of operation in the CRRS Center Site Application.

*Note: There will be no retroactive approval of operating months. Approval will be effective the date when all documentation/information is entered/received and deemed satisfactory.*

### **INSTITUTION CHANGE FROM SELF PREPARATION TO VENDING CONTRACT**

1. The institution must contact the Education Program Specialist to discuss appropriate vending contracts. Vending contracts are in the CRRS download forms.
2. The institution must complete vending contract per CACFP requirements and contract directions.
3. The institution must go online to the CRRS Center Site Application and change from self-preparation to vending contract and enter vendor information.

### **INSTITUTION VENDOR CONTRACT CHANGE**

1. The institution must contact the Education Program Specialist to discuss appropriate vending contracts. Vending contracts are available in the CRRS download forms.
2. The institution must complete the vending contract per CACFP requirements and contract directions.
3. The institution must add the new vendor information in the Center Site Application in the CRRS.

**NOTE: Failure to inform the State Agency of vendor/caterer changes will result in loss of reimbursement.**

### **CIVIL RIGHTS STATEMENT**

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, audiotape, 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:

**1) mail:**

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

**2) fax:**

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

**3) email:**

[program.intake@usda.gov](mailto:program.intake@usda.gov)

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