

On-Site Provider Addendum

CACFP Agreement # _____ Provider # _____

SEE REVERSE FOR OWNER/OPERATOR AND ON-SITE PROVIDER RESPONSIBILITIES.

Owns/operates more than 1 home Yes No

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 _____ Date _____

Print On-Site Provider Name _____

On-Site Provider Signature _____ Date _____

The CACFP check will be issued to the On-Site Provider in CACFP's Information and Payments System (CIPS) above. If the On-Site Provider changes, a new On-Site Provider Addendum (DOH-5155) must be submitted. At that point, the CACFP check will be issued to the new On-Site Provider.

FOR STATE USE ONLY	
OCFS Effective Date of Change _____	
Date Received by CACFP _____	
Approved by _____	Date _____

This institution is an equal opportunity provider.

OWNER/OPERATOR AND ON-SITE PROVIDER RESPONSIBILITIES

The Owner/Operator must sign the Continuous Application and Agreement for Day Care Home Participation (DOH-5160) at the initial pre-approval visit. Both the Owner/Operator and the On-Site Provider will sign the On-Site Provider Addendum (DOH-5155) 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 (DOH-5155) before a claim that includes any days in which the new On-Site Provider was providing care can be processed.

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, CIPS will automatically update the provider's application with the new On-Site Provider. A new On-Site Provider Addendum (DOH-5155) 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.