| TYPE OF CHANGE: | WHAT TO DO: | SUBMIT TO CACFP: |
|---|---|---|
| Provider has changed hours of operation, days of operation, meals served or time of meal service | Go into CIPS:<br>• Click Revise Application<br>• Update changes in the Hours/Meals tab<br>• Go to the Sponsor Use Only tab and update E1. Application Effective Date (this is the 1st day of the month that the change was effective) | |
| Provider has ***Moved*** or<br>Provider is ***Re-Activating*** after 6-month lapse | Sponsors are no longer required to submit a new DOH-5160. Sponsor must:<br>• Conduct a preapproval visit at the Provider's location. A Provider is NOT eligible to start claiming until a preapproval visit has been conducted. Revise Provider's application in CIPS.<br>• Re-determine and update Provider's tier status in the Tiering tab in CIPS<br>• Update any changes to the Hours/Meals tab in CIPS<br>Next, go to the Sponsor Use Only tab and update the following fields:<br>• E1. Application Effective Date (this is the 1st day of the month that the change was effective)<br>• E2. Preapproval Visit Date<br>• E6. Facility ID Change: Enter the Provider's new Facility ID number, if applicable (for Legally Exempt Providers this may not change)<br>DO NOT approve this updated version of the Provider's application. Leave the application in a *Submitted* status. Contact CACFP to remove closure and approve the application. | Contact CACFP to remove closure information. |
| Transferring Providers | The actual transfer of a Provider in CIPS can only be completed by CACFP staff. To have the ability to "Add" a Provider who is transferring in, Sponsors are asked to call/email CACFP so the process can be initiated. In addition:<br>• Sponsor staff must Add Provider and finish entering all data for this Provider<br>• Submit the DOH-5160 and the DOH-4219 to CACFP for approval<br>• DO NOT submit any documentation to CACFP for approval until the Provider's application is in a *Submitted* status in CIPS | • Continuous Application and Agreement (DOH-5160)<br>• Provider Transfer Form (DOH-4219) |
| A change in authorized capacity or<br>Provider receives a renewed day care registration or license or<br>A change in Provider's name | CCFS provides CIPS with nightly updates to the status of a Provider's license, registration and/or notice of enrollment. Once logged into CIPS, Sponsors must look under the heading Provider Totals and click on Applications Pending Approval. This is where all applications with any CCFS updates are placed for approval.<br>• Sponsors must *Approve* CCFS updates within 30 days of being notified<br>• Click Modify on the latest version of the Provider's application<br>• Click Show Changes in the upper right-hand corner to review updates<br>• Go to the Sponsor Use Only tab and set the new Application Effective Date<br>• Go to E7. Application Status and change from *Submitted* to *Approved* | Sponsors should check for CCFS updates daily. |
| Provider has closed or withdrawn from your CACFP Sponsorship or<br>Provider is terminated | Click on Close Provider button.<br>• Enter Closed/Terminated Date (this field is automatically completed when CCFS closes, suspends, or terminates a Provider)<br>• Select a Closed/Terminated Code from the drop-down list<br>• Click on SD Info tab and complete Serious Deficiency information, if applicable. | |
| A change in On-Site Provider | CCFS will automatically trigger a revision to the Provider's application with the change.<br>• Sponsors must approve CCFS updates within 30 days of being notified<br>• Immediately obtain a new DOH-5155 with the owner and new on-site Provider's signature, and submit to CACFP for approval<br>• Click Modify on the latest version of the Provider's application<br>• Click Show Changes in the upper right-hand corner to review updates<br>• Go to Sponsor Use Only tab and set the new Application Effective Date<br>• Go to E7. Application Status and change from *Submitted* to *Approved* | A new DOH-5155 with owner and new on-site Provider signatures. |
| A change in Provider's Tier status | • Click Revise Application<br>• Click on the Tiering tab and update all applicable information<br>• Make sure copies of all required documentation are placed in the Provider's folder<br>• Go to Sponsor Use Only tab and set the new Application Effective Date | |

This institution is an equal opportunity provider.