



DOH-CACFP: Number 227 (01/25)
Supersedes Number 164 (03/12)

TO: CACFP Sponsors of Day Care Centers

FROM: Danielle Quigley, MS, RD, CDN *Danielle Quigley, MS, RD, CDN*
Director, Bureau of Child and Adult Care Food Programs

SUBJECT: CACFP Participation for Additional Day Care Centers

I. Purpose and Scope

The purpose of the memo is to clarify CACFP’s policy on adding a new center. CACFP must approve a center before any meals served at that center can be reimbursed. This policy also applies to centers that move to another location.

II. Procedures for Adding a New Center to Participating CACFP Sponsorship

When a center begins serving reimbursable meals to the participants, submit the following to CACFP for approval:

- A completed Application for Participation of Individual Centers (DOH-3682), with the original signature of the person in charge of the center.
 - If you have a CACFP Information and Payment System (CIPS) account and submit your claims online, complete the center application online.*
- A copy of the current license, registration, or program approval, if required by the licensing authority.
- Two weeks of menus for each meal or snack to be claimed.

III. Approval Process

CACFP will approve or deny the center within 30 days of receiving the application. When submitting the application, please indicate the effective date that you want to begin claiming meals. Retroactive payments are limited to one month.

If CACFP approves the center, you will receive an amendment to your agreement with CACFP. If you have a CIPS account, CACFP will approve your application online.

IV. Requirements to Claim the New Center

1. You are required to make a pre-approval visit to a new center. The purpose of this pre-approval visit is to train the staff on CACFP requirements (i.e. income eligibility applications, meal counts and meal patterns) and to ensure that the proposed food

service is within the capability of the facility. You can use the CACFP Monitor Checklist for Day Care Centers (CACFP-4259) for this purpose. Keep this completed form on file.

2. If the new center is the only site that will contract to purchase meals, call CACFP or access our website for Policy Memo DOH-CACFP Number 215/216 (8/22), which provides instruction on the procurement process.
3. If a food service contract is currently in effect for other centers, amend the contract to include the number of meals and the delivery time at the new center. Keep this amended contract on file.
4. If the child care center is for-profit, the center must meet the requirement that:
 - 25% of the enrolled children or 25% of the licensed capacity (whichever is less) meet the income guidelines for free or reduced-price meals

-OR-

- the center receives subsidy payments for 25% of the enrolled children or 25% of the licensed capacity (whichever is less).
5. Refer to the 60-Day Calendar to determine if you can submit adjusted claims.
 6. Submit the center application and documentation to:

Child and Adult Care Food Program/Program Administration
NYS Dept. of Health, Division of Nutrition
150 Broadway, Suite 600
Albany, NY 12204

7. Sponsors submitting their center application online may email the documentation to: cacfp@health.ny.gov.

*If you would like to submit claims online, all of the information is available on our website at: <https://www.health.ny.gov/prevention/nutrition/cacfp/cips/>.