

## FY 2019 CACFP Application Update Procedures

This document is a reference tool for institutions/sponsoring organizations and indicates all application actions in GA ATLAS that may require review and re-approval of the application. Application updates that require review and re-approval will prevent the submission of a claim. Please review the application in its entirety and ensure updates are made in enough time to allow review and approval prior to the submission of the monthly claim. Please note that federal regulations allow up to 30 days to review, approve and/or deny an application request. Technical assistance will be provided within 15 days of the request and final written approval/denial will be issued within 30 days of receipt.

Update/Change Type	Form Requirement	Submission Requirements
<b>Institution Application Updates:</b>		
<b>Institution Physical/Street Address</b>	Institution Change Notification Form	Update the "Physical Address" Section in the Institution Application section of the electronic application
<b>Ownership Code</b>	Institution Change Notification Form	-Corporations-Copy of Certificate and Amended Articles of Incorporation or Bylaws -Limited Liability Corporations-Copy of Certificate and Articles of Organization -ALL: IRS Form W-9
<b>Organization Type</b>	Institution Change Notification Form	-If changing from profit to non-profit, a copy of the tax exempt documentation
<b>Board Member Changes</b>	Institution Change Notification Form	-Official signed, dated Board Meeting Minutes detailing the board member change(s)
<b>Principal/Program Contact</b>	Institution Change Notification Form	-Delegation of Authority Form with supporting documentation i.e., official signed and adopted board meeting minutes detailing the board's appointment of the new Program Contact and acceptance of the responsibility by the new Program Contact -SAVE Affidavit with Verification Documents i.e., copy of driver's license, passport, etc. -CACFP Electronic Enrollment Form <b>*Note: CACFP Orientation and Program Training must be attended by the new Program Contact within 90 days of the change.</b>
<b>Food Service Management Company (FSMC)</b>	Institution Change Notification Form	-If using a FSMC, a copy of the food service contract must be submitted.
<b>Center/Site Application Updates:</b>		
<b>Site Name</b>	Site Change Notification Form	-Copy of new license, exemption, or other approval to operate in the new name Include the section in the application to update.
<b>Site Address</b>	Site Change Notification Form	-For licensed facilities: Copy of new license or documentation from the Licensing Authority i.e., licensing study, license, or letter of approval indicating the new location -For non-licensed facilities: certificate of occupancy for new location, fire inspection, and food inspection
<b>Ownership Code</b>	Site Change Notification Form	-Corporations-Copy of Certificate and Articles of Incorporation -Limited Liability Corporations-Copy of Certificate and Articles of Organization
<b>Organization Type</b>	Site Change Notification Form	-If changing from profit to non-profit, a copy of the tax exempt documentation -If changing from non-profit to for-profit, documentation to support eligibility may be required
<b>Site Contact Name</b>	Site Change Notification Form	Update the "Center Contact" Section of the Site Application
<b>License Capacity</b>	Site Change Notification Form	-For licensed facilities: documentation from licensing i.e., licensing study or letter indicating the new capacity -For non-licensed facilities: certificate of occupancy indicating the capacity
<b>Site/Program Type</b>	Site Change Notification Form	*Program type changes (i.e., Adult Care, At-Risk, Emergency Shelter, and Child Care) require a new site application and additional documentation to be submitted. Please contact the assigned Application Specialist for assistance.
<b>Food Service</b>	Site Change Notification Form	-If using a FSMC, a copy of the food service contract must be submitted.

**\*For the institution and/or site changes below, additional documentation is required to support the change. Please contact the assigned Application Specialist for further instructions if any of the following changes have occurred:**

- Institution name (i.e., business or corporate name changes)
- Change in legal ownership (i.e., the facility currently participates on CACFP and has been sold to another owner/entity.)
- Federal employer identification number
- Change in Ownership code (i.e., corporation, limited liability company, sole owner, partnership)
- Organization type (i.e., for-profit or non-profit status)
- Change in CACFP institution type (e.g., independent center to sponsoring organization)
- Adding another children nutrition Program (CACFP or SFSP) to the current agreement