TYPE OF CHANGE:	WHAT TO DO:	SUBMIT TO CACFP:	POTENTIAL PENALTIES:
Provider has changed hours of operation, days of operation, meals served or time of meal service	Go into CIPS: • Click Revise Application • Update changes in the Hours/Meals tab • Go to Sponsor Use Only tab and update E1. Application Effective Date (this will be 1st day of the month that this change was effective)	Nothing.	Meals will be disallowed if the time of meal service or day of meal service is not accurately entered in CIPS.
Provider has **_Moved_**	Sponsors are no longer required to submit a new CACFP-3705. Sponsor must: • Conduct a preapproval visit at the Provider's new location. A Provider is NOT eligible to start claiming at their new location until a preapproval visit has been conducted. Revise Provider's application in CIPS. • Re-determine and update Provider's tier status on Tiering tab in CIPS. • Update any changes in the Hours/Meals tab in CIPS. Next, go to Sponsor Use Only tab and update the following fields: • E1. Application Effective Date (this will be 1st day of the month that this change was effective") • E2. Preapproval Visit Date • E6. Facility ID Change. Enter the Provider's new Facility ID number (for Legally Exempt Providers this may not change) DO NOT approve this updated version of the Provider's application. Leave application in a *Submitted* status. Contact CACFP to remove closure and approve the application.	Nothing is required to be submitted to CACFP. Contact CACFP to remove closure information.	A Provider cannot begin claiming at a new address until the Sponsor has conducted a preapproval visit at the new location. The CACFP organization will also lose any administrative reimbursement for Providers that are NOT eligible to be claiming.
Provider is **_Re-Activating_** (after 6-month lapse)	Sponsors are no longer required to submit a new CACFP-3705. Sponsor must: • Conduct a preapproval visit to the Provider. A Provider is NOT eligible to start claiming again until a preapproval visit has been conducted. Revise Provider's application in CIPS. • Verify Provider's tier status has not expired. If necessary, re-determine and update Provider's tier status on Tiering tab in CIPS. • Update any changes in the Hours/Meals tab in CIPS. Next, go to Sponsor Use Only tab and update the following fields: • E1. Application Effective Date (this will be 1st day of the month that the Provider will begin claiming again) • E2. Preapproval Visit Date DO NOT approve this updated version of the Provider's application. Leave application in a *Submitted* status. Contact CACFP to remove closure and approve the application.	Nothing is required to be submitted to CACFP. Contact CACFP to remove closure information.	A Provider will not be able to start claiming again unless closure information is removed.
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 CACFP so the process can be initiated. In addition: • Fax to CACFP a copy of the Provider's completed Continuous Application and Agreement (CACFP-3705) and the Provider Transfer Form (DOH-4219) – this allows CACFP staff to open the Provider so they can be added into CIPS • Sponsor staff must then Add Provider and finish entering all data for this Provider • Submit the CACFP-3705 and the DOH-4219 to CACFP for approval • DO NOT submit any documentation to CACFP for approval unless the Provider's application is in a *Submitted* status in CIPS	• Continuous Application and Agreement (CACFP-3705) • Provider Transfer Form (DOH-4219)	If the Provider information has not been entered into CIPS prior to submission, documentation will be returned to the Sponsor unapproved.
A change in authorized capacity or Provider receives a renewed day care registration or license	CCFS provides CIPS with nightly updates as 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. • Sponsors must *Approve* CCFS updates within 30 days of being notified • Click Modify on the latest version of the Provider's application • Click Show Changes in the upper right-hand corner to review updates • Go to the Sponsor Use Only tab and set the new Application Effective Date • Go to E7. Application Status and change from *Submitted* to *Approved* The Provider must be licensed, registered or enrolled at the new address to continue participation.	Nothing. Sponsors should check for CCFS updates daily.	A Provider may not be claimed as long as their application is in a *Submitted* status.
Provider has closed or withdrawn from your CACFP Sponsorship	Click on Close Provider button. • Enter Closed/Terminated Date (this field is automatically completed when CCFS closes, suspends or terminates a Provider) • Select a Closed/Terminated Code from the drop-down list	Nothing	No penalty for Providers who have withdrawn from the program.
Provider is terminated for cause	Click on Close Provider button. • Enter Closed/Terminated Date (this field is automatically completed when CCFS terminates a Provider) • Select a Closed/Terminated Code from the drop-down list • Click on SD Info tab and complete Serious Deficiency information, if applicable.	Refer to Seriously Deficient guidance or call CACFP.	No penalty for Sponsors who have terminated a Provider. However, Sponsors must follow the Seriously Deficient process and keep CACFP informed of all actions taken.
A change in Provider's name	The Provider must be licensed, registered or hold a Notice of Enrollment under the new name. CCFS will automatically trigger a revision to the Provider's application with the name change. • Sponsors must approve CCFS updates within 30 days of being notified • Click Modify on the latest version of the Provider's application • Click Show Changes in the upper right-hand corner to review updates • Go to Sponsor Use Only tab and set the new Application Effective Date • Go to E7. Application Status and change from *Submitted* to *Approved*	Nothing. Sponsors should check for CCFS updates daily.	Provider will not be paid under their new name. There is no way of changing a Provider's name without receiving an update from CCFS.
A change in On-Site Provider	CCFS will automatically trigger a revision to the Provider's application with the change. • Sponsors must approve CCFS updates within 30 days of being notified • Immediately obtain a new CACFP-160 with the owner and new on-site Provider's signature, and submit to CACFP for approval • Click Modify on the latest version of the Provider's application • Click Show Changes in the upper right-hand corner to review updates • Go to Sponsor Use Only tab and set the new Application Effective Date • Go to E7. Application Status and change from *Submitted* to *Approved*	A new CACFP 160 with owner and new on-site Provider signatures. Sponsors should check for CCFS updates daily.	• CACFP will not pay any claims unless a new CACFP-160 has been received with the correct signatures. • CACFP will continue to pay the on-site Provider listed in CIPS
A change in Provider's Tier status	• Click Revise Application • Click on the Tiering tab and update all applicable information • Make sure copies of all required documentation are placed in the Provider's folder • Go to Sponsor Use Only tab and set the new Application Effective Date	Nothing	If the Provider's tiering information is not current in CIPS, the Provider will be *Not Eligible* to claim.

A change in Provider's enrollment	• It is extremely important to keep Child Enrollment information current always. CIPS should only reflect any information for which there is a paper copy to support it.
	• Whenever there is a revision to the child's enrollment information, you must be sure to set the Form Effective Date to the effective date of the change.
	• Inactivate children that are no longer in care.
	  ➢ In the Hours/Days/Meals section of the enrollment form be sure to enter Date Care Ends
	  ➢ In the Sponsor's Internal Use Only section – change:
	    • Child Eligibility from *Eligible* to *Ineligible*
	    • Child Enrollment from *Active* to *Inactive*
	  ➢ Set the Form Effective Date to the 1st day of the month that the child will no longer be in care. For example, if the Date Care Ends is *9/25/17*, the Form Effective Date should be *10/1/17*
		Nothing.	• If the enrollment information in CIPS is not current and correct, a Provider's claim will not be payable.
			• Claiming a child after the Date Care Ends will result in a recovery of funds.

This institution is an equal opportunity provider.