



**ON-SITE PROVIDER ADDENDUM**

*See Reverse for Owner/Operator and On-Site Provider Responsibilities.*

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 \_\_\_\_\_

Print On-Site Provider Name \_\_\_\_\_

On-Site Provider Signature \_\_\_\_\_

The CACFP check will be issued to the On-Site Provider listed above. If the On-Site Provider changes, a new CACFP-160 form must be submitted. At that point, the CACFP check will be issued to the new On-Site Provider.

OCFS Effective Date of Change \_\_\_\_\_

Date Submitted to CACFP \_\_\_\_\_

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## **OWNER/OPERATOR AND ON-SITE PROVIDER RESPONSIBILITIES**

The Owner/Operator must sign the Application and Agreement (DOH-3705) at the initial pre-approval visit. Both the Owner/Operator and the On-Site Provider will sign the On-Site Provider Addendum (CACFP-160) 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 (CACFP-160) before a claim that includes any days in which the new On-Site Provider was providing care can be processed.
- The Sponsor must submit a copy of the revised license, registration or CCFS documentation to CACFP.

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, a new CACFP-160 form 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.