

## Tip Sheet: Operators of Multiple FDCH Sites

Task	Actions	Comments
<b>Existing Operators of Multiple Sites</b>	<p>Determine whether the Operator is participating in CACFP with more than one Sponsor.</p> <p>Refer to Q &amp; A memorandum DOH-CACFP# for other questions related to existing operators of multiple sites.</p>	<p>If operator is currently participating in CACFP, one sponsor for all the FDCH's must be selected by the Operator.</p> <p>CACFP will approve a transfer when less than 12 months has lapsed from the initial sign-on.</p>
<b>Pre-Approval Visit for New Operator of Multiple Sites</b>	<p>Complete <b>DOH-3705, Continuous Application &amp; Agreement</b></p> <p>Operator must sign at the initial pre-approval visit.</p> <p>Complete <b>CACFP-106, Pre-Approval Checklist</b></p> <p>Best practice: Operator and On-Site Provider present, both sign the CACFP-106; otherwise the On-site Provider will sign.</p> <p>Complete <b>CACFP-160, On-Site Provider Addendum</b></p> <p>Operator <u>and</u> On-Site Provider must sign when first signing up with CACFP and whenever the On-Site Provider changes.</p> <p>Conduct initial CACFP training</p> <p>Enter information in Homes System</p>	<p><u>Retain in Provider's File:</u></p> <p>DOH-3705/Canary copy</p> <p>CACFP-106/Goldenrod copy</p> <p>CACFP-160/Pink copy</p> <p>License/registration</p> <p>Tiering information</p> <p>DOH-4161 and DOH-4160, as needed.</p> <p><u>Give to FDCH Provider:</u></p> <p>DOH-3705/Goldenrod copy</p> <p>CACFP-106/Yellow copy</p> <p>CACFP-160/Goldenrod</p> <p><u>Send to NYS CACFP:</u></p> <p>DOH-3705/ Original &amp; Canary copies (Canary copy is returned)</p> <p>CACFP-160/Original &amp; Canary copies (Canary copy is returned)</p> <p>License/registration</p>
<b>28- Day Visit (Initial Visit)</b>	<p>Complete CACFP-4118, Monitor Checklist</p> <p>On-Site provider signs form</p> <p>Update Homes System</p>	<p><u>Retain in Provider's File:</u> CACFP-4118/Original copy</p> <p><u>Give to FDCH Provider:</u> CACFP-4118/Yellow copy</p>
<b>Monitoring Visits</b>	<p>Conduct visits according to CACFP regulations (7 CFR 226)</p> <p>Use CACFP-4118, Monitor Checklist</p> <p>On-site Provider signs form</p> <p>Update Homes System</p>	<p><u>Provider/CACFP #, Sponsor File:</u> original CACFP-4118</p> <p><u>Give to FDCH provider:</u> yellow copy of signed CACFP-4118</p>
<b>On-Site Provider Changes</b>	<p>The Operator and new On-Site Provider must complete the <b>CACFP-160, On-Site Provider Addendum.</b></p> <p>The <u>Operator must notify the Sponsor</u> before submitting a claim including any days the new On-site is caring for children.</p> <p><u>The Operator must submit the signed original &amp; canary CACFP-160,</u> to the Sponsor.</p>	<p>Sponsors do NOT have to visit the FDCH site to obtain the new CACFP-160. Give Operators a supply of CACFP-160's to have on hand.</p> <p><u>Retain in Provider's File:</u></p> <p>CACFP-160/Pink copy</p> <p>License/registration that documents new On-Site Provider.</p> <p><u>Retained by FDCH Provider:</u></p> <p>CACFP-160/ Goldenrod copy</p> <p><u>Send to NYS CACFP:</u></p> <p>CACFP-160/ Original &amp; Canary copies (Canary copy is returned)</p>