

Montana Department Of Public Health & Human Services	SH CACFP 1998-6 Rev 2
	Section: Sponsors of Day Care Homes
Child and Adult Care Food Program	Subject: Provider Enrollment
	Date Revised: 1-30-09

## PROVIDER ENROLLMENT

Day Care Home (DCH) Providers that are not currently registered may not participate in the CACFP.

### **Pre-enrollment by the CACFP:**

1. The Montana CACFP must receive a written pre-enrollment request prior to a Sponsor conducting a pre-enrollment visit of a prospective new DCH Provider.
2. The CACFP "Pre-enrollment" form must be submitted to the Montana CACFP with:
  - A. a copy of the DCH Provider's registration; or,
  - B. a screen print from the Department of Health and Human Services CCUBS system or the Public Assistance Tool Kit site [replaces Virtual Pavilion] <http://vhsp.dphhs.mt.gov>, verifying the DCH Provider is currently registered; or,
3. If the DCH Provider needs assistance to obtain a registration, the following applies:

[REF: 7CFR226.16(k)] The Sponsor must obtain: a completed free and reduced price application that shows the DCH Provider qualifies as tier I by income; evidence of its application for registration and official documentation of the defects that are impeding its registration approval; and a completed CACFP Sponsor/Provider Agreement. These funding requests to obtain the DCH Provider's registration are limited to \$300.00 (three hundred dollars) per home and are only available one time for a DCH Provider, and may not be used by the DCH to obtain insurance.

### **The Pre-Approval Visit:**

1. A pre-approval visit may be conducted after receipt of the written pre-enrollment form from the Montana CACFP. At the pre-approval visit, if the DCH Provider is accepted for participation [REF: 7 CFR 226.16(d)(1)] by the Sponsor, all CACFP requirements must be provided and fully discussed. The DCH Provider and the Sponsor Representative must review, complete, and sign the Sponsor/Provider Agreement.

### **Effective date to begin CACFP participation:**

1. The date the application and agreement are signed will be the effective date for the DCH Provider to begin participation in the CACFP.
2. The Sponsor must obtain proof of current registration prior to completion of the Sponsor/Provider Agreement. Any Sponsor/Provider Agreement signed and dated prior to the pre-approval visit is null and void.

**Change of Day Care Home Address or Legal Name:**

1. A DCH Provider that is changing the location and/or address where they will provide day care, or that is changing their legal name must notify the Sponsoring Organization in writing. The Provider may continue to participate in the CACFP without interruption if:
  - A. The current Sponsor obtains an updated registration or verification from licensing reflecting the change of name and/or address;
  - B. The DCH Provider and the Sponsor Representative must complete and sign a “Change in Information” form, which becomes a part of their Sponsor Provider Agreement. The “Change in Information” form must be submitted to the Sponsor within 10 days of the provider changing the location where care will be provided or changing their name, and a copy of the form must be supplied to the provider for their records; and
  - C. The tier status of the home is re-determined.

References: [7 CFR 226.16(k); 7 CFR 226.16(d)(1)]