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| Montana Department Of<br>Public Health & Human Services | SH CACFP 2004-11 Rev 2                        |
| Child and Adult Care Food Program                       | Section: Sponsors of Day Care Homes           |
|   | Subject: Registration Submission Requirements |
|   | Date Revised: 4/1/2025                        |

## **REGISTRATION SUBMISSION REQUIREMENTS**

Sponsors must submit valid registration documentation at these three points:

- A. when a Day Care Home signs up to participate.
- B. when there is a change of address for the facility; and/or
- C. when the provider has a name change.

Acceptable documentation is

- a. the registration document itself, or a copy that includes the PV number and expiration date.
- b. letter from Licensing Bureau/DPHHS Childcare licensing authority stating registration approval.
- c. a copy of e-mail communication from the licensor showing that the license will be renewed and the effective date. This documentation will be allowed for 60-days from the date it is received. After the 60<sup>th</sup> day a copy of the registration document must be obtained.

Once a Sponsor has submitted any of the above forms of acceptable documentation of registration, it is not necessary to submit further documentation to the SA, unless letters A, B, or C above apply.

The Sponsor must maintain a copy of the provider's current registration in the provider's file or in other print format.

This Institution is an equal opportunity Provider.