

Montana Department Of Public Health & Human Services	Policy
	SH CACFP 2000-9 Rev 3
	Section: Sponsors of Day Care Homes
Child and Adult Care Food Program	Subject: Permanent Documents
	Date Revised: 6/10/09

PERMANENT DOCUMENTS

Permanent documents include the most recent signed version of the completed *Sponsor/Provider Agreement*, the Pre-Approval Visit form, and the 4-week follow-up visit form.

- Day care home (DCH) providers are required to complete the *Sponsor/Provider Agreement* during the pre-approval review and before beginning participation in the CACFP.
- DCH providers must retain their copy of the *Sponsor/Provider Agreement* and have it readily available for review at the time of a review.
- Previously completed *Sponsor/Provider Application*, *Agreements and Addendums*, and *Pre-enrollment* forms must be kept in accordance with record retention requirements of three (3) federal fiscal years, plus the current federal fiscal year.
- During the pre-approval review and annually thereafter, the sponsoring organization must train the provider on the responsibilities and requirements of both parties as stated in the *Sponsor/Provider Agreement*.
- A DCH provider who moves, changes the location where care will be provided, changes their legal name, changes mealtimes, or operating hours must complete a *Change in Information* form and submit a revised registration to the sponsoring organization. The *Change in Information* form becomes a part of the *Sponsor/Provider Agreement*.

The *Sponsor/Provider Agreement* and the *Change in Information* form are located on the CACFP website: www.cacfp.mt.gov.

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