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| Montana Department Of Public Health & Human Services | SH CACFP 2004-11 Rev 1 |
| | Section: Sponsors of Day Care Homes |
| Child and Adult Care Food Program | Subject: Registration Submission Requirements |
| | Date Revised: 4/25/2023 |

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 (PV number) and expiration date.
- b. the registration document itself, or a copy.
- c. letter from Licensing Bureau/DPHHS Childcare licensing authority stating registration approval.
- d. a print-out from Child Care Under the Big Sky (CCUBS) system.

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.