

Add Site / Modify Site Information

Add Site

Modify Site

Site Name Change

Date: _____ Sponsor Number: _____

Sponsor Name: _____

Site Name: _____

Site Address: _____
(Location Address, City, Zip Code + 4-digit extension)

Site Name Change: _____
(This name change affects all Child Nutrition Programs)

Reason Site Name Changed: _____

County _____

Submitted By: _____

Position: _____

Email: _____ Phone Number: _____

Site Type: Public Private For-Profit Private Nonprofit Tribal

Program(s) to be operated at this site:

School Nutrition Programs Child & Adult Care Food Program Summer Food Service Program

To Add/Modify a Food Distribution Delivery Location, a Commodity Delivery Location Request Form is required.

ODE staff will notify you when the site information sheet can be completed on *CNPweb*. When the site is approved on *CNPweb*, a reimbursement claim can be submitted for this site.

ODE USE ONLY	
<input type="checkbox"/> Add site	<input type="checkbox"/> Modify existing CNPweb site# _____
US Congressional District where Site is located: Congressional District _____ Website to find US Congressional District: http://bluebook.state.or.us/national/rebs/map.htm	
State House District _____	State Senate District _____
Website to find State legislative Districts: https://www.oregonlegislature.gov/FindYourLegislator/leg-districts.html	
Specialist: Information verified _____	Sys Admin: Enter in CNPweb _____
Specialist: Sponsor notified _____	Support Staff: Form filed _____