

**Child and Adult Care Food Program (CACFP)
Renewal Applications
Non-School Food Authority (Non-SFA) Instructions
Fiscal Year (FY) 2026**

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General Information

Background/Resources

1. [7 CFR 226.6\(b\)\(2\) – State Agency Responsibilities](#)
 - a. ODE CNP is required to review and approve annual updates to the application materials for each active CACFP agreement. We refer to this as Renewals.
2. [FNS Child and Adult Care Food Program Resources](#)
3. [ODE CNP CACFP Webpage](#)
4. [ODE CNP CACFP Memos and News Announcements](#)
5. [ODE CNP Community Nutrition Team Specialist Assignments](#)

Timeline

1. Renewal Memos sent to sponsors – **July 23, 2025**
2. [Civil Rights and Racial and Ethnic Data Trainings](#) due – **August 1, 2025**
3. [CACFP Annual Training](#) due – **August 1, 2025**
4. CNPweb opens to sponsors for CACFP Renewals – **August 1, 2025**
5. Offline and Online Renewal Application Documents due – **August 15, 2025**

Renewal Application Requirements

All Sponsors

1. Sponsors must submit offline forms to the Community Nutrition email address:
ode.communitynutrition@ode.oregon.gov.
2. Sponsors must meet the due dates identified in the [Timeline](#) section of these instructions and additional due dates established by the assigned Child Nutrition Specialist.

Center Based Non-School Food Authority (Non-SFA) Sponsors

1. Must complete:
 - a. [Annual Training](#)
 - o New Authorized Representatives and Food Program Coordinators must contact their assigned Child Nutrition Specialist for specific training requirements that may be required in addition to annual training requirements.
 - b. [Annual Training Quiz](#)
 - c. [Civil Rights Training](#)
 - d. [Racial/Ethnic Data Training](#)
 - e. [Civil Rights Annual Training Quiz](#)
 - o Food Program Coordinators who completed the Civil Rights Annual Training Quiz 2025 for the Summer Food Service Program (SFSP) have completed this requirement and do NOT need to re-take this quiz.
2. Must submit:
 - a. [Offline forms](#)
 - i. Budget Workbook (excel)
 1. **Required for all Non-SFA Sponsors**
 - ii. Vended meal agreements (if applicable)
 - iii. Pricing Program Policy Statement (if applicable)
 - iv. Area eligibility documentation for new or expired at-risk afterschool sites (if applicable)
 - b. [Online forms](#)
 - i. Sponsor Info Sheet (CNPweb)
 - ii. Budget (CNPweb)
 - a. **Required for all Non-SFA Sponsors**
 - iii. Site Info Sheet(s) (CNPweb)
 - iv. Management Plan (CNPweb)

Offline Forms

Budget Workbook (excel)

All Non-SFA Sponsors must submit a budget for the current CACFP fiscal year and an approved annual CACFP budget must be on file with ODE CNP before a renewal application will be approved. See the Excel Budget Coversheet tab and the [CACFP Center Sponsor Budget Form Guidance and Procedures](#) for additional information.

- Excel Budget template can be downloaded from the Packet Tab in CNPweb.
- Financial Management and Budget Resources:
 - [FNS Guidance for Management Plans and Budgets](#)
 - [Financial Management Guidance](#)

Vended Meal Agreement (if applicable)

Sponsors who utilize vended meals must have a current Vended Meal Agreement on file with ODE and the procurement of the agreement must be in compliance. Submit a signed Vended Meal Agreement if ODE does not have a current version.

- ODE has a [Vended Meal Agreement Template](#) for Sponsors.

Pricing Program Policy Statement (if applicable)

Sponsors that opt to charge participants for meals unless the participant qualifies for Free meals must submit a signed Pricing Program Policy Statement. Additionally, pricing program sponsors must adhere to the requirements outlined in the [CACFP Center Policy Manual](#) for pricing programs and complete lines 58 and 59 of each site information sheet.

- Pricing Program Policy Statement can be downloaded from the Packet Tab in CNPweb.

Area Eligibility Documentation (if applicable)

At-Risk Afterschool program sites that are new or have expired eligibility are required to submit eligibility documentation. Area eligibility documentation options include:

- School Data: Must submit a screenshot of the map which shows a site is located within the attendance boundaries of an eligible school, if applicable.
Use:
 - [Free and Reduced Price Eligibility List – October 2024 Data \(effective March 1, 2025\)](#)

Note: ODE CNP highly recommends submitting area eligibility documentation for all at-risk afterschool sites for FY 2026 due to pending changes with Medicaid and SNAP benefits that may impact area eligibility in the future. Area Eligibility is good for five years and may be updated at any time.

CNPweb Forms

Complete the following forms as necessary and submit to ode.communitynutrition@ode.oregon.gov. These forms are available on the [CNPweb](#) Packet tab.

- To add new sites, complete and submit the **Site Add/Modify form**
- To remove sites, complete and submit the **Inactivate Site form**
- To modify CNPweb users:
 - To add users, complete and submit the User **Authorization Request and Certification Form**
 - To remove users, submit the **User Authorization Termination Form**

Online Forms (CNPweb Applications)

CNPweb will open for CACFP Renewals on August 1, 2025. For instructions on how to access and revise the renewal application in CNPweb, please refer to the “CNPweb Quick Reference Guide for Renewing Sponsors” that is located in line 39 of the Packet tab in [CNPweb](#).

Tips:

- CNPweb sheets pull over information from the last approved version from the previous fiscal years application. Ensure the previous fiscal years application is accurate before opening the application for the upcoming fiscal year.
 - Review and update CNPweb sheets for the upcoming fiscal year to identify any changes from the previous fiscal years application.
- To add CNPweb sheets, click “Add” in the action column under the applications tab.

Packet	Applications	Activity	Claims	Payments	Users
	Form Name	Revision	Status	Date Approved	Action
+	Sponsor Info Sheet	3	Approved	8/3/2018	View Revise
	Sponsor Management Plan		No Management Plan		Add

- When adding sites you must select the type of site that is being operated (i.e. Child Care Center (CCC), Head Start (HS), At-Risk Afterschool (At-Risk), etc.)
- To edit sheets that have already been added, click “Edit” or “Revise” in the action column under the applications tab.
- Click “Save” at the bottom of each sheet to save progress.
 - CNPweb sheets can be started and saved as incomplete. The sheet may show it is in error status or pending submission, but the data will be saved and can be revised until the renewal application is placed into pending approval status.
 - If it is in Error status after saving it, review the errors and complete or correct the information and click save.

Sponsor Information Sheet

Addresses:

Ensure all addresses are spelled correctly and properly capitalized.

- Address must be the full formal address for the Sponsor including St., Ave, or Rd, etc.

Contacts:

Ensure contact information is accurate, especially email addresses, and they have CNPweb access. See CNPweb - Users Tab for a list of current users. Ensure surnames (Mrs., Ms., Mr.) are included for all listed contacts unless the individual does not want a surname to be used.

It is best practice to have more than one staff person listed in the Authorized Representative, Food Program Coordinator, Financial Office Contact, and Claim Contact roles. *Titles used in these positions must match what is entered on the Excel budget and Management Plan.*

If the Authorized Representative or Food Program Coordinator are new in FY 2025, CACFP New Sponsor/ New Staff Training must be submitted in addition to annual training. Contact your assigned Child Nutrition Specialist for more information.

- Authorized Rep - must be an individual that has contract signature authority for the organization.
 - Common positions with this ability include: the Chief Executive Officer, Superintendent, Executive Director, or Business Office Manager.
 - If your organization also operates School Nutrition Programs and/or Summer Food Service Program, the Executive Contact in NSLP or Authorized Rep in SFSP must match the information for the Authorized Representative for CACFP in CNPweb.
- Food Program Coordinator - must be the individual that provides oversight and day to day management for the program.
 - ODE CNP requires the person listed be an *employee of the organization*.
- Business Manager/Financial Office Contact - must be an individual that is responsible for financial recordkeeping.
 - ODE CNP requires the person listed be an *employee of the organization*.
- Claim Contact - must be the individual that submits monthly claims in CNPweb.

- Food Service Management Company (FSMC) Contact - must be the individual who is the main contact for Food Service Management Company. This contact information is only applicable to sponsors receiving meals or services through a Food Service Management Company.
 - This contact position cannot be the same individual included for the Food Program Coordinator.
 - Sponsors with a Vended Meal Agreement may disregard this section.
- Board Chair – not required for For-Profit organizations. Required for all other organization types.
- Hearing Official Contact – only required for FDCH Sponsors and Pricing Programs.
- For-Profit owners – if the organization is a For-Profit, all owners listed on the Oregon Secretary of State website must be included.

General Information:

Line 127: will auto-populate based on information provided to ODE during the initial application. If this information is not accurate, please inform your assigned specialist.

Line 128: select the appropriate Organizational Information from the dropdown.

Lines 129 and 130: this only refers to the site(s) operating CACFP under the sponsor's agreement. If the sponsor is operating CACFP at multiple sites, select sponsoring organization and identify on line 130 whether the centers are "legal entities" or "legally separate" from the sponsor. Homes only apply to FDCH sponsors.

- Legal entities means the sponsor has "legal rights and obligations".

Line 131 and 132: Select "Yes" if your organization operates the CACFP in multiple states.

- If "Yes" is selected for line 131, identify the states the organization operates the CACFP in line 132.

Food Service Management Company:

Line 133 and 134: if your organization has a contract with a FSMC, select "Yes" and then include the name of the FSMC. This does not apply to those with a vendor, only those that utilize a FSMC for meals and/or services.

For Sponsors of Centers Only:

Line 135: answer will default to Cash-in-lieu. Effective July 1, 2024 ODE CNP will no longer offer USDA Foods as an option for CACFP sponsors.

- Contact your assigned Child Nutrition Specialist if you have questions.

For Sponsors of Family Day Care Homes Only:

Line 136: this line only applies to Family Day Care Home (FDCH) sponsors. Center sponsors must leave this line blank. FDCH sponsors requesting administrative advances must select “Yes”. If the FDCH sponsor is not requesting administrative advances, select “No”.

Number of Sites/Homes:

Line 137: auto-populates from the number of active Site Info Sheets

Single Audit Compliance:

Line 138: the fiscal year must be a 12-month period and is specific to the organization.

Line 140: Select “Yes” if your organization expended more than \$1,000,000 in federal funds during the organization’s previous fiscal year. This audit is also commonly referred to as the A-133 Audit.

Confidential Income Statement Eligibility Official:

Line 142 – 143: must identify the individual responsible for reviewing and approving confidential income statements. Not required for sponsors that only have At-Risk Afterschool, Emergency Shelter, and/or Head Start programs.

- If a Head Start program provides slots for non-Head Start eligible children to attend, this section must be completed. This includes community slots and preschool promise.

Claim Reimbursement Certification:

Line 144-145: must identify the individual responsible for ensuring the monthly claims are true and accurate. This may or may not be the same person as listed as the Claim Contact.

Minority and grass roots organizations:

Line 146: must include all minority and grass roots organizations contacted about the opportunity to participate in the program. The organizations must be listed, not the method that was used to contact them. Examples could include: local churches, head starts, local DHS offices, etc.

Certifications:

Line 147-149: Respond truthfully to the questions in this section. Selecting “yes” to any of these questions does not automatically disqualify your organization from participating in the CACFP.

Line 150: This question is for vetting viability, accountability and capability of the institution and the principals. This is to be a list of publicly funded programs (not just federally funded programs) that the sponsor institution and its principles (board chair, CEO, etc.) have participated in during the past 7 years.

- **Please also state which public funds your organization anticipates receiving for the next year.**
- If the sponsor is a school district, university, community college or tribe, answer line 150 with a high-level list of public funds.
 - Examples: Title funds, CNP, State Education funds, Head Start, Preschool Promise, ERDC, Emergency Housing, etc.
- All other sponsors must provide a more specific list all public-funded programs the organizations and its principals have participated in during the past seven years.
 - Examples could include Head Start, ERDC, Weatherization, FEMA, State Housing and Community Services, etc.

Staff Training:

Line 151: sponsors must enter the date of their annual staff training for CACFP that occurred between Oct. 1 and Sept. 30 of the PRIOR year. Only one date is required, but more may be provided.

Comments:

Comments may be used for miscellaneous information such as an additional contact information. Please only include comments that are relevant and necessary for the approval of the application.

Certification Statement:

By submitting the renewal application, you are certifying that the information listed in the certification statement is true and complete.

- Click the Save button at the bottom of the page once reviewed. This will change the status of the Sponsor Information Sheet to “Pending Submission” until the entire CNPweb renewal application packet has been submitted.

Budget (CNPweb)

The budget in CNPweb will be completed based on the approved [CACFP Budget Excel Workbook](#). Refer to the “Budget” tab of the approved excel budget workbook for the information to enter on this CNPweb sheet.

Management Plan

Careful review and updating of the management plan, including a comparison with Sponsor Information, Site Information sheets and CACFP Budget Workbook is an essential component of renewals that supports program integrity.

Part One: Sponsor Information

Management Plan Contact Information:

Lines 1-6: The person who completes the Management Plan must be listed in these lines. This should be the same person who is either listed as the Authorized Representative or the Food Program Coordinator on the Sponsor Info Sheet. This person must be the one to submit the renewal application packet and any subsequent updates to the CACFP Management Plan.

Non-Discrimination Statement:

Line 8: The person completing the form must check the box to certify that they have read and understand the non-discrimination statement.

Outside Employment Policy

Lines 9-11: Multi-site sponsors must check “yes” on lines 9 and 10. Line 11 is optional. These lines do not apply for single site sponsors.

Part Two: Financial Viability and Financial Management

Description of Need/Recruitment (Multi-Site Only):

Lines 12 and 13: Indicate here if your organization intends to recruit new sites.

Line 14: If “Yes” is selected for lines 12 or 13, describe your organization’s recruitment process.

Fiscal Resources and Financial History:

Lines 15-19: Access to other funds are required to continue operation without reimbursements in the case of temporary interruption of funding such as a government shutdown or a problem with the state payment system.

- The information provided for these lines must match Schedule A on the CACFP Budget Excel Workbook

Lines 20-25: Choose how the organization will repay CACFP funds due to an overclaim. At the very least sponsors should select to withhold future monthly reimbursement or unrestricted funds.

- Using future reimbursement is the easiest way for ODE and the sponsor to repay funds.
- It is highly advisable that the organization also has discretionary funds.

Waiting List:

Line 26: Indicate whether the organization has a waiting list at one or more locations.

Part Three: Administrative Capability

CACFP Function:

Lines 27- 46: List the position or title (not the name of the staff person) that fills the function

- If there is a double check system for a function, use "/" between the two titles to indicate the two roles in this function.
- Position/title in this section should match the titles in the Sponsor Info Sheet if a person carrying out the function is listed on both forms.
 - Be sure that staff with a CACFP function are also included for labor costs on Schedule B or C on the budget, even if their wages are not being charged to CACFP
 - Positions/titles listed in management plan must match position/titles in the budget
- Line 31 is not applicable for single site sponsors, enter "N/A"
- Lines 40 - 42 are not applicable for At-Risk Afterschool and Emergency Shelter sponsors, enter "N/A"
 - Head Start sponsors that do not claim sibling, community, or preschool promise meals may enter "N/A" for lines 40 and 42, line 41 does apply to Head Start sponsors.
- Line 45 is applicable only to For-Profit Organizations.
- Line 46 is applicable only for organizations that are a pricing program.

Site monitoring (Multi Site only):

Line 48: The number of site monitoring visits is the number of sites multiplied by the minimum number of site monitoring visits.

- Example: If a sponsor has 3 sites and there is a minimum of 3 site visits, the number of site monitoring reviews per year would be 9.

Line 49: Number of months in operation must match Site Info Sheet(s) and budget

Line 51: This line only pertains to site monitoring and should be based on how many reviews are required per year, the distance between locations, amount of time it takes to complete a monitoring visit, and the number of operating months

- If applicable, the budget must include site monitoring duties for at least one staff on Schedule B or C under “labor costs”, even if cost is not charged to CACFP.
- Mileage reimbursement costs must be included on the budget on Schedule B or C, if applicable

Line 52: This line pertains to collecting, processing, and tracking CACFP Child Enrollment Forms (CEF)

- Not applicable for At-Risk, Homeless/Emergency, and Adult Care Programs, enter “0”

Line 53: This line pertains to sponsors adding new sites and the time spent on conducting pre-approval visits and first 30 day reviews.

- Not applicable for sponsors not adding new sites, enter “0”

Line 54: The number of FTE must be proportionate to the number of sites and must be equal or greater than the Required Monitoring FTE line located on the Summary page of the approved Excel Budget.

- If line 54 is not equal or greater than the Required Monitoring FTE on the approved budget adjust the information in lines 50 and 51
- Line 54 (Total Monitoring FTE) is calculated by adding together lines 50 and 51, then dividing that total by 173.3.
- The number in this line cannot be less than .167 FTE.

Line 55: The description here should include processes for both findings and serious deficiencies. The procedure must use both “finding” and “serious deficiency” in the description, even if the same process is used for both.

- If training is required (as is required for any serious deficiencies), include the title/position of who will lead the training, the method for training, and a description of the documentation.

- A finding is defined as Identification of noncompliance with Program regulations, FNS Instructions, or policy memos. Each finding is associated with a required corrective action.
- A serious deficiency is defined as the status of a site or a day care home that has determined to be significantly out of compliance in one or more aspects in its operation of the program (7 CFR 226.2).

Line 56: The staff listed here must match the staff positions/titles listed in line 31.

- Backup for the site monitor must also be identified.

Part Four: Program Accountability

Governing Board of Directors:

Line 57: Not required for For-Profit Organizations. Required for all other organization types.

- If the Board of Directors is on the organization's website listed it should match the information entered in these lines
 - If not, please provide an explanation to your assigned Child Nutrition Specialist
- School Districts/Universities/Community Colleges - If the sponsor has a governing board or committee, this section must be completed with that group's information.
 - Organizations must disclose relationships in right hand column, if any.
 - Board President/Chair in the Management plan must match information in lines 78 and 79 of the sponsor info sheet
 - Non-profit boards must have at least three members in the state of Oregon.

Fiscal Accountability:

Line 58: A bank account for the institution is required

Lines 59-69: Some of this documentation is required while others are as applicable.

- The following are required for all:
 - "Itemized receipts, invoices, and bills," "Bank records," and "Balance Sheet"
 - "Procurement documentation"
- The following are required if costs are charged to CACFP:
 - "Timesheets" and "payroll records".
 - "Rental agreements"
 - "Board minutes" must be checked if the board approves any CACFP expenses on the CACFP budget
 - "Cost allocation plans" are required if expenses are allocated.
 - Include "Indirect Cost Rate" under "Other", indirect costs are charged to the CACFP.

Lines 70 and 71: This applies to all sponsors. Expenditures must be validated against the CACFP budget.

Line 72-87: For methods to consolidate and submit reimbursement claims:

- Several items must be checked, only select those that are required for your program type.
 - The following are required for all program types:
 - Point of service meal counts are used for preparing the claim.
 - Menus and menu documentation reviewed for meal pattern compliance.
 - Regulatory edit checks are performed prior to submission for reimbursement.
 - Only approved meal types are claimed.
 - Reimbursement is not claimed for meals served in excess of the site authorized capacity or total enrollment.
 - Meals are only claimed for approved facilities/sites.
 - Meals are only claimed for participants that are within the regulatory age limit.
- Line 75: If required to complete an OMER, must be completed
- Line 85: For Profit Organizations only- The For-profit roster must include all participants that had billable hours in the claim month.
- Items selected must match the sponsor's written process for submitting an accurate meal claim and/or accepted corrective actions, if applicable.
- If "Claims are reviewed by a second party for accuracy prior to submission for reimbursement" and/or "Back up claim staff" are checked, more than one staff person must be listed on Line 28

Line 88: This must match line 130 on the Sponsor Info Sheet. Select "No" if one or more of the sites is unaffiliated, meaning it is legally distinct from the organization. Discuss with your assigned specialist if you are unsure.

Line 89: Only applicable for sponsors of unaffiliated centers, select "Yes", this is a requirement.

- This line does not apply to School Districts or sponsors of affiliated sites.

Lines 90-96: Several methods may be selected here, only select those as applicable. Methods selected must be on the organization's written procedure for ensuring CACFP funds received are only used for allowable costs.

- The following is required for all:
 - Referred to FNS Instruction, and ODE Budget Guidance.
 - Only costs included in the annual budget are charged to CACFP.
 - Receipts are reviewed to ensure no unallowable costs are accounted as CACFP costs.
- The following are required if on the approved budget:
 - "Cost Allocation Plans"

Lines 97-108: Several methods may be selected here, only select those as applicable.

- Line 102: Annual Single Audit must be checked if the organization expends more than \$1,000,000 in federal funds a year
 - This must match the information provided on the Sponsor Information Sheet.
- Lines 103 and 104: If the organization has a Board, these lines must be checked Line 109: Sponsors are required to have a written [procurement policy](#). This field must be marked "yes". If the organization does not have a procurement plan, one must be put into place prior to approval.

Record Keeping

Lines 110-124: Select the location of the record named or select "Not Applicable" if the record is not applicable to the organization's CACFP operations.

- Line 110: N/A for At-Risk Afterschool and Emergency Shelters
- Line 115: N/A At-Risk Afterschool and Emergency Shelters
 - Adult programs should answer in regard to enrollment for their program
- Line 121: N/A for sites that do not care for infants.
- Line 122: N/A for single site sponsors
- Line 123: N/A for sponsors that do not purchase prepared meals from a vendor or FMSC

Line 125: Describe the specific location where the documents will be housed

- Example: At the central office in a locked filing cabinet in the director's office

CACFP Training:

Lines 126-136: Select the methods used for on-going CACFP staff training.

- Line 129: Should select this option if multi-site
- Line 135 and 136: Select 135 and complete 136 to describe the resources used for *on-going* training staff (e.g. ODE materials, organization prepared, etc.) and how training is documented (e.g. certification form, signed agenda, e-mail certification, etc.)

Lines 137-142: Select the methods used for new CACFP staff training.

- Line 141 and 142- Select 141 and complete 142 to describe the resources used for training *new* staff (e.g. ODE materials, organization prepared, etc.) and how training is documented (e.g. certification form, signed agenda, e-mail certification, etc.)

Line 143: Describe how you will address a change in the Food Program Coordinator position.

- Process must include notifying ODE CNP, updating CNPweb sponsor info form, giving user access to CNPweb, and training
- If there is a back-up system for the Food Program Coordinator (FPC), include the back-up position/ title and how they are prepared for the duties

Line 144: Characterize the organization's employee turnover rate.

Meal Service and Other Operational Requirements:

Lines 145 - 154: Several methods may be selected here, only those as applicable. Methods selected must align with the program type(s).

- The following are required for all program types:
 - Plan and evaluate menus to ensure CACFP meal pattern compliance
 - Maintain menu documentation, e.g. recipes, CN labels, PFS, Standard of Identity Product labels, etc.
 - Provide staff training on meal pattern requirements
 - Ensure adequate amounts of food and milk are purchased, prepared, and served
 - Perform meal observations to ensure the amounts served meet or exceed minimum portion sizes for age group(s) of participants served
 - Ensure dated menus document actual foods served daily (substitutions due to menu changes are recorded on a working menu)

Lines 155 – 165: Several methods may be selected here, only those as applicable. Methods selected must align with the program type(s).

- The following are required for all program types:
 - Make complaint forms available
 - Maintain a Civil Rights log
 - Offer CACFP program and serve meals to all participants regardless of race, color, sex, age, disability, or national origin
 - Include the nondiscrimination statement on required documents and websites
 - Display "And Justice for All" poster for public viewing
 - Collect racial/ethnic data annually based on current participants
 - Provide annual civil rights training provided to all staff
 - Ensure staff are able to verbalize the civil rights requirements
 - Maintain written policies and procedures

Lines 166 – 170: Sponsors must have at least one way to provide information on WIC to parents/ guardians. Adult Day Centers and At-Risk are exempt to providing WIC information.

Site Information Sheets

Carefully check the site type (e.g. CCC, At-Risk, HS, etc.) is correct.

Addresses:

Lines 1 – 11: Ensure all addresses are spelled correctly and properly capitalized. If the site is in a school building, the address must match the [Oregon School Directory](#)

Enrollment Information:

Line 12: a “1” should be included in each available column for sites that are required to complete a One Month Enrollment Report (OMER).

- For site types where participants are automatically Free (Head Start without community slots and sibling meals, At-Risk Afterschool, Emergency Shelters) only the Free column will be available and must be “1”

CACFP Contact Person:

Lines 13 -18: must be the site contact for the site and may not necessarily be the Food Program Coordinator. This is the person that is on site daily for the meal service and oversees the daily CACFP operations at the site.

- For multi-site sponsors, site supervisors as listed in CNPweb may not conduct site monitoring for their assigned site(s).

Eligibility:

Only select Yes for Line 23, 27 or 29. The Sheet will error if more than one is selected.

Line 23: Select yes if the site is licensed by DELC and include the license information

Lines 24 -26: Enter DELC license information if “Yes” is selected in line 23

- If the expiration date:
 - Is prior to October 31, 2025 or has expired and your center:
 - **Did** submit renewal documents to DELC at least 30 days prior to the expiration date;
 - Lines 25 and 26: keep the dates entered here, and
 - Line 61: Enter “Renewal paperwork was submitted to DELC on [date]

- **Did not** submit renewal documents to DELC at least 30 days prior to the expiration date, submit documentation to your assigned Child Nutrition Specialist that demonstrates the site is approved to continue operations
 - If the site has temporary dates from DELC:
 1. Lines 25 - 26: Enter temporary dates
 2. Line 61: Enter "Temporary License"

Lines 27 – 28: if "Yes" selected, select appropriate type of Federal, State, or Local approval for the site.

- School District operated Child Care Centers are no longer issued DELC licenses.
 - School district operated CCCs should select "Yes" in line 27 and "School Dist. operated site" in line 28.
- If Other is selected in line 28, include a description in the General Comments section (Line 61)
 - Examples include Tribal approval, city operated site, etc.

Line 29 -31: if "Yes" selected, include most recent sanitation inspection and fire inspection.

- Sanitation inspection dates cannot be more than one year from site submission date for pending approval. The Sheet will error if this occurs.
- Fire inspection dates cannot be more than two years from site submission date for pending approval. The Sheet will error if this occurs.
- If site does not have a current sanitation or fire inspection, sponsor must submit one of the following:
 - Documentation from the local authority about suspended inspections
 - Documentation from the local authority that the sponsor is allowed to continue to operate in the interim, including the date range allowed if possible
 - In CNPweb, revise the date to either:
 - The expiration date the local authority gives for the site for temporary approval
 - If no date is given, and the inspection is expired, enter "10/31/2025" for health inspections or "10/31/2025" for fire inspections
 - These dates may need to continue to be updated until an inspection can happen or an expiration date of temporary status is received

Line 32: Include the capacity as determined by DELC or the Fire Marshall

General Information:

Line 33: auto-populates.

Line 34: For-Profit sites must designate how your organization will meet the for-profit eligibility requirement.

- *Child care centers* can only select F/RP Applications.
- *Adult day care centers* may select either F/RP Applications or Title XIX.

Line 35: This selection must match the Sponsor Info Sheet, Line 130.

Line 36: Select the type of food service for the site.

- On-site Kitchen - The kitchen preparing meals is on-site.
- Shared Kitchen - The kitchen preparing meals is on-site and is shared with another group or organization.
- Satellite Kitchen - Meals are produced elsewhere by the sponsor and brought to the site.
- Vended Meals - The sponsor purchases meals for the site from a for-profit or non-profit organization and has a Vended Meal Agreement with them.
- Intergovernmental - The sponsor purchases meals for the site from a Federal, State, or Local public organization and has an Intergovernmental Agreement with them.

Line 37: Include the vendor's name if the site has a Vended Meal Agreement or Intergovernmental Agreement. This is not for FSMC information.

Line 38: Selection must match Sponsor Info Sheet, Line 128

- E.g. If Faith-Based is selected this line must be "Yes"

Line 39: Only select "Yes" if exempt from DELC licensing and has a recorded program number

- Select "No" in line 39 if the answer to Line 23 is "Yes" and DELC information is in lines 24 - 26
 - A site cannot be both DELC Licensed and Recorded
- A site is a Preschool Program if it has "PS" at the start of the recorded program number
- A site is a Youth Development Program if it has a "SA" at the start of the recorded number
- If "Yes" is selected for either a PS or SA program, Update line 61 with the Recorded Program Number, Start Date, and Expiration Date.

Line 40: Ages of participants selected match the site type.

- In line 56 for At-Risk Sites that select age groups to feed "all kids" (e.g. age groups not typically enrolled in the school/ site), activities offered must be appropriate for all age groups listed on the site info sheet.
 - Reminder: the meal pattern must be followed for all age groups served.

Line 41 - 42: For Emergency shelter programs only. sponsor must select “Yes” and include a description of the program.

Line 43: Adult Day Care sponsors must certify the population of adults served by the center.

Operating Dates:

Lines 44 – 45: Identify the begin date and end date that the site will operate between for the fiscal year. Dates must fall between 10/01/2025 – 09/30/2026.

- If the site is DELC licensed, the end date on line 45 may not fall after the license expiration date listed on line 26. Once a license has been renewed, the site sheet may be updated to extend the end date.
- If the site will not begin operations in October, enter the anticipated start date after 10/1/2025

Line 46: ensure the number of months of operation matches the site type and license information (if applicable).

- If the site is DELC licensed, operating months after the license expiration date on line 26 cannot be selected. **Only check the boxes for the months that are covered by the current approved DELC license.**
- If the site is At-Risk, July and August cannot be selected (unless operating at a year-round school or school begins in August).
- School districts operating At-Risk should select Sep and Jun.
 - *Note: if any month is unchecked the Sheet will error. This is intended to help identify if months are mistakenly left unchecked. The site sheet can be approved if confirmed the unchecked months are accurate.*

Meal Service:

Lines 47 – 52: ensure meal types, times and days are accurate. If “Yes” is selected for “Shift,” provide the times for meals that have a shift in the General Comments (line 61).

- Shift is when the meal is spilt between two separate times, but only one time is allowed in the meal service time in CNPweb and the two meal times are not within the meal service time window in CNPweb.

Line 53: if “Yes” is selected for serving on holidays, at least one holiday must be selected

Lines 54, 58 and 59: pricing programs must select “Yes” that they charge for meals and include the amount charged by meal.

- Amounts for Reduced Price meals cannot exceed the maximum amount allowed. The maximums that can be charged are included next to each meal type.

Lines 55 – 56: Educational or enrichment activities must be provided to qualify as an At-Risk site

- If there are multiple ages included in the meal service, the activities must be appropriate for all children served.

Line 57: For new At-Risk Afterschool sites, use the school number being used to qualify the site. Do not revise returning At-Risk Afterschool Meal Sites unless advised to do so by your Child Nutrition Specialist.

Site Monitoring and Review Schedule:

Line 60: For multi-site sponsors, list the planned dates for the three monitoring visits required for each site.

General Comments:

Line 61: Comments must be additional information that supports the application being approved. This includes:

- If offering shift meals, description of what the shift is must be entered. (i.e. If Breakfast is listed as being served from 8 to 8:30 am in the meal service lines but is also served from 2 to 2:30 pm, then Breakfast from 2 to 2:30 pm must be entered here.)
- If DELC licensed and the license is temporary or pending, enter information regarding its status here
- Head Start sites that must complete an OMER due to having Preschool Promise, Sibling, or Community Slots for non-Head Start enrolled participants must state “OMER required; non-Head Start children in care”.

Submitting the Packet for Pending Approval

Once updates are made to the Sponsor Info Sheet, Site Info Sheet(s), Sponsor Budget and Management Plan, submit the forms into pending approval in CNPweb by going to the bottom of the *Packet* tab, checking the certification box, and clicking Submit.

☐ Check here and click on the "Submit" button below to submit forms to the State for Approval.

Once the forms have been submitted to the State Agency, no additional changes can be made prior to Approval.

If you have any questions about these instructions, please contact your assigned [Child Nutrition Specialist](#).