

Add Site / Modify Site Information

Instructions: Complete and submit this form to the Oregon Department of Education Child Nutrition Programs (ODE CNP) for any of the following:

- **Add Site** – The organization is adding a completely new site to Child Nutrition Programs (CNP). The Add Site option is selected only if this site is not currently a site under any other program; NSLP/SBP, CACFP or SFSP.
- **Modify Site** – The organization is adding an existing CNP site to a different program. For example, a site already operates NSLP/SBP and will now operate CACFP as well.
OR
The organization is changing the name of an existing site.

Section 1: Sponsor Information

Date: _____ Sponsor Number: _____

Sponsor Name: _____

Section 2: Site Information

Please select from the following options: Add Site Modify Site- Site #

Site Type: Public Private for Profit Private Nonprofit Tribal

Program(s) to be operated at this site:

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

Name: _____

ODE Site Institution ID: _____

Site Address: _____
(Street address, city, zip code)

County: _____

Site Name Change: (if applicable) _____

Section 3: Legislative District Information (for Add Site forms only)

New sites entered into the CNPWeb require Congressional, House and Senate District information. Please use the website below to enter the site address and enter each district number in the spaces provided. **(Add Site forms will not be processed without this legislative information)**

Website to find district information [Oregon's Legislature Lookup page](#).

Congressional District _____ **State House District** _____ **State Senate District** _____

****To Add/Modify a Food Distribution Delivery Location, a USDA Foods Delivery Location Request Form is required. Forms are located on [USDA Foods website](#), under “USDA Foods Program Resources”**

Section 4: Submission Information

Submitted by: _____

Position: _____

Email: _____

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

ODE USE ONLY			
Specialist Approval (initial/date):	SNP:	CACFP:	SFSP:
<input type="checkbox"/> Add site <input type="checkbox"/> Modify existing CNPweb site# _____			
Sys Admin: Enter in CNPweb _____			
Support Staff: Form filed _____			