



Steps to Add a New At-Risk Site

Sponsor Preparation: *Complete the following requirements.*

- 1. Confirm site eligibility:
 - [Find school district boundaries](#) and [look up the Free/Reduced percentage](#).
- 2. Collect enrichment information and activity calendar or schedule from site.
- 3. Obtain either:
 - Active Department of Health Services (DHS) License; or
 - Complete [Child Care Standards](#) with current Health & Fire Inspections
- 4. Create/Update Monitoring Schedule.
- 5. Create Unannounced Review Policy (if needed).
- 6. Train all staff on CACFP and Civil Rights (file agenda/materials/sign in).
- 7. Post 'Building for the Future' and 'And Justice for All' posters in public view.
- 8. Conduct a pre-approval monitoring visit (file [At-Risk Monitoring Visit Form](#))
- 9. Notify your Health and Nutrition Services (HNS) Specialist of your plan to add a new site

Request to Add At-Risk Site: *Complete the following requirements.*

- Step #1:** [CNPWeb Add/Change/Delete Form](#) – Submit to your Specialist. Please include the eligibility information in your email to your Specialist.

The Add/Change/Delete Form must be processed. Your assigned HNS Specialist will notify you when it is time to complete the next step in CNP Management Plan & Budget.

□ **Step #2: Online CNP Management Plan & Budget – Complete/Revise and Submit**

CNP Management Plan

- Sponsor Information
 - Revisit all questions and make changes as needed.
 - Organizational Chart: Revise and Upload if needed.
- Site Information
 - Complete Questions.
 - Upload License or [Child Care Standards Documents](#).
 - Upload Eligibility Documentation.
 - Upload [At-Risk Monitoring Visit Form](#).
 - Upload Enrichment Activity Calendar or Schedule.
- Administrative Capability
 - Revisit all questions and make changes as needed.
 - *Attention! Do not change the date/topics listed for last FY CACFP and Civil Rights training.*
 - Proposed Schedule of Monitoring Visits: Include new site and upload.
 - Civil Rights Pre-Award Document: Revisit all questions and change as needed.
 - Unannounced Review Policy: Upload if adding second site.
- Financial Viability
 - Revisit all questions and change as needed.

CNP Budget

- Revisit all questions and make changes as needed.
- Increase Projected CACFP Food Cost and Annual Reimbursement to accommodate new site.
- Increase labor, facility, food and supplies costs to reflect the new site.

The revised CNP Management Plan and Budget must be reviewed and approved. Your assigned HNS Specialist will notify you when it is time to complete the next step in CNPWeb.

□ **Step #3: CNPWeb Applications – Complete/Revise and Submit**

- Complete site application for new site.
Ensure all information matches site information in CNP Management Plan
- Revise sponsor application
Ensure all information matches information CNP Management Plan and Budget

The revised CNPWeb applications must be reviewed and approved. Your assigned HNS Specialist will notify you when the new site is approved to begin claiming.