

\*\*\* Please contact the CACFP office once a new Site name is determined. CACFP needs to create a new Site Profile in CHEARS in order for the institution to begin the new site application.\*\*\*

New Site Name: \_\_\_\_\_ Institution Name: \_\_\_\_\_

Use the following checklist to complete all required steps for CACFP approval to claim meals at the new site. SEND the completed checklist and all required documents to CDPHE-CACFP or attach the documents in the CHEARS checklist.

Notify your Nutrition Consultant with the following information BEFORE proceeding:

- Is this an Independent center adding a new Site to become a Sponsor of Centers?  Yes  No

Provide the CACFP Office of the following information:

- The site is:  Affiliated Site  Unaffiliated Site *Please include the Name and date of birth of the Facility Contact Name: \_\_\_\_\_ Date of Birth \_\_\_\_\_*

**"At-risk afterschool Program" only sites:** Please indicate the name of the area schools for the site's address. CACFP uses this information to determine at-risk eligibility.

- Elementary: \_\_\_\_\_
- Middle School: \_\_\_\_\_
- High School: \_\_\_\_\_

**CDPHE-CACFP Office Use Only:**

% of Free & Reduced Applications: \_\_\_\_\_  
 % of Free & Reduced Applications: \_\_\_\_\_  
 % of Free & Reduced Applications: \_\_\_\_\_

- Is the site licensed by the division of child care? If yes, what is the license number? \_\_\_\_\_
- If the site is not licensed, is the site exempt from licensing? Please contact the DHS for license exemptions at [303-866-5110](tel:303-866-5110).  
 Please circle one: License Exemption? Yes or No
- If a child care license is required, ensure the site completes this process before conducting a pre-approval visit.

On-line procedures to complete in CHEARS when adding a new Site:

Date completed	Section to complete in online application	Directions
	Site application	Add new site by selecting Site application(s) in CHEARS. The add site button is found at the bottom of the page. Complete new Site application
	Civil Rights	Update the Institution Application's racial/ethnic data (item #43 & 44) to include participant numbers for new Site.
	Certificate and Statement of Authority (CSA)	If the Program Contact, Claim Preparer, Executive Director, Institution Authority, or Board of Directors changed, or if you are adding an Additional Responsible Individual(s), add their information on the CSA which can be found under the <b>Download Forms</b> . Attach the updated CSA in the <b>Checklist</b> items.
	Management plan	Complete or update to include new Site. The management plan template is found under the <b>Download Forms</b> and can be attached in the <b>Checklist</b> .
	Budget	Update to include new Site's revenue, labor and administration expenses. Update the <b>Institution Budget Template</b> and <b>Budget Detail</b> . The <b>Budget Template</b> can be found under the <b>Download Forms</b> and can be attached in the <b>Checklist</b> .
	Checklist Items	Under the <b>Checklist</b> in CHEARS, check for any documents required and check the box marked <b>Document Submitted to CDPHE</b> online when sent/attached.
	Application packet	<b>Submit For Approval</b> in the CHEARS system.

Documents to send and/or attach to the Checklist in CHEARS for a new Site approval:

- Pre-Approval Site visit form: Must be completed for each new site before site approval (pre-approval site visit must be a meal visit). Site visit forms are available on the CACFP website at [www.colorado.gov/cdphe/cacfp](http://www.colorado.gov/cdphe/cacfp).
- Menus: 2 weeks of applicable meals and/or snacks
- Child care license (or exemption from DHS) or Medicaid Survey (Adult Day Care only)
- Health or fire inspection report

If you do not have the ability to attach any document in CHEARS, mail, email, or fax the documents to the CACFP office.

**Mail, email or fax all documents at ONE time to:**

CACFP Fax: (303) 756-9926  
 Email: [julie.pfankuch@state.co.us](mailto:julie.pfankuch@state.co.us)  
 For assistance call Julie Pfankuch at 303-692-2330

CDPHE- CACFP  
 Attn: Julie Pfankuch, Program Assistant  
 PSD-CAC- A-4  
 4300 Cherry Creek Drive South  
 Denver, CO 80246