

SIGNIFICANT ORGANIZATION CHANGES TO INSTITUTIONS PARTICIPATING IN CACFP

CACFP Policy 02-08

Purpose

To outline requirements for CACFP participation when institutions have significant changes to their organization

Scope

Institutions participating in the Child and Adult Care Food Program (CACFP).

Description

The following table identifies common organization changes and the required actions to continue participation with the CACFP.

If . . .	Then . . .
An institution experienced a complete legal identity change (i.e., the organization is sold) and the principal staff changed.	The institution must complete the full CACFP application process.
An institution had a name change, but the Federal Employer's Identification Number (FEIN), or other documentation establishing the sponsor's legal identity remained the same, and the principal staff did not change.	The institution must provide documentation of the name change to the CACFP Coordinator, and they may continue to participate in the CACFP.
The sponsor had a change in key staff involved with the operation of the CACFP.	The institution should update contact information in the CNPweb and register new staff for a refresher workshop.

Sources

Indiana Department of Education, School and Community Nutrition