

Voluntary Registration  
DIVISION OF LICENSING PROGRAMS

**Child Nutrition, Inc., Contract Agency**  
9 N. 3<sup>rd</sup> Street, Suite 100, P.O. Box 3364, Warrenton, Virginia 20188  
1-800-735-5434 or 540-347-3767

Dear Provider:

Thank you for your call inquiring about the services that Child Nutrition, Inc. offers to providers through Voluntary Registration and the USDA Child and Adult Care Food Program. Voluntary Registration is a form of regulation offered to family day homes that are not required by law to be licensed. The USDA CACFP provides a partial reimbursement to regulated providers for serving nutritious meals to children in their care. You must have approval from Voluntary Registration or another agency in order to participate in The Child and Adult Care Food Program.

Please visit the resource page on our website, [www.cni-usda.org](http://www.cni-usda.org). Scroll down to Voluntary Registration, Part One, and carefully read and review each of the documents. Contact our office if you have any questions about the requirements or your eligibility to apply for Voluntary Registration. In addition, under links on the resource page, [Voluntary Registered Family Day Homes \(VRFDH\)](#) has extensive information on requirements that may assist you in making your decision to become a Voluntary Registered Provider.

If you decide to apply for Voluntary Registration, read all information carefully to make sure that you are eligible to be approved as a registered family day home provider. Part I and Part II of the application must be filled out and your signature on **Part II must be notarized** (your local bank may provide this service). You are required to include a valid E-mail on your application. Mail the completed application with a check or money order for \$50.00 to Child Nutrition, Inc. **YOUR APPLICATION FEE IS NOT REFUNDABLE**. You have **90 days** from when you have the initial application notarized to **complete all required paperwork to finalize your voluntary registration**. If more than 90 days lapses before all paperwork has been completed, you will need to complete a new application and possibly repeat other requirements. Please be sure you are ready to complete the process before submitting an application. **It is your responsibility to contact your local zoning office to inquire about local requirements prior to opening a day care in your home. CNI recommends you check with zoning prior to submitting an application for Voluntary Registration.**

You will be mailed all necessary forms with instructions (Fingerprint Based Background Checks, Child Protective Services Check, TB report form, checklist for Health and Safety) after your application and \$50.00 fee are registered with Child Nutrition. The last step of the process is a home visit from a screener from Child Nutrition, Inc. The Screener will call to set up a time to inspect your home, provide information on requirements, and answer your questions.

The process for Voluntary Registration approval takes about six to eight weeks. Keep in mind that it is the responsibility of the provider to enroll children. Child Nutrition, Inc. does not recruit children for Voluntary Registered Providers. If there are any questions or concerns, please call 1-800-735-5434.

Sincerely,

Elizabeth Wittusen  
Contract Agency Representative