

USDA CHILD AND ADULT CARE FOOD PROGRAM

Child Nutrition, Inc., Sponsor

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(540) 347-3767*

Move Policy: A provider may only be reimbursed for meals served at an **approved** facility. If a provider moves, a new USDA Application needs to be submitted with a new certificate/license before any further meals are reimbursed. Providers have 60 days to complete the process in order to make the deadline for the adjusted claim. Contact CNI as soon as you know you are moving in order to prevent extensive delays in your reimbursement.

Procedures for Change of Address

1. The Provider should notify CNI as soon as they know the address of their new location.
2. The Provider should contact their approving agency (State Licensing, Voluntary Registration or Social Services) immediately to obtain an inspection of the new home and a certificate, permit or license with the change in address.
3. The Provider must complete a new Virginia Child and Adult Care Food Program Day Care Home Application for Participation.
4. The Provider must complete a new Virginia Child and Adult Care Food Program Agreement between Sponsoring Organization and Day Care Home.
5. The Provider must send a copy of the new certificate, permit or license to CNI immediately upon receipt.
6. The new application and certificate, permit or license, along with agreement must be sent to CNI for approval to qualify for reimbursement at the new address.
7. Providers who are Tier 1 because of location in a school district or census tract should be aware that the location of the new home may mean a change in Tier Status.
8. Providers will not be reimbursed until all of the above requirements have been met. All documentation must be received within 60 days of the effective move date in order to be reimbursed for that specific month.
9. Providers will automatically be closed from the USDA program if all requirements are not met within 60 days of the effective move date.
10. Please contact Child Nutrition, Inc. with any questions or concerns or for guidance in completing the Procedures for Change of Address at (540) 347-3767. We will be happy to assist you!