

Please complete this form on the computer by typing in the fields;

INSTRUCTIONS: (Complete only if sponsoring more than one center)

ADDENDUM
For Sponsoring Organizations with Multiple-Centers
Please attach additional pages if needed

1. a) How many locations (centers) are sponsored currently? _____
 b) How many locations are anticipated to be added between Oct 1 and Sept 30? _____
2. a) Provide a **schedule for monitoring food service operations** at each facility under your administration. Please complete the requested information for each sponsored facility on the multiple site summary form. See page 2.

Each location must be reviewed at least three times each year, including one review during the first six weeks of CACFP operations. These reviews cannot be more than six months apart. Give specific dates when monitoring is anticipated to take place at each center.

b) Who will conduct the Monitoring visits? _____

3. New sponsors: Enclose a copy of your policy restricting outside employment that interferes with CACFP duties. Renewing sponsors: Have the outside employment policies originally submitted changed?

Yes No, If Yes; attach copy and explain: _____

4. What are the procedures for collecting all CACFP records?

5. Where will all CACFP records, documents etc, be located for State agency and USDA review?

6. How frequently are records collected from the sponsored sites by the organization?
 Daily [] Weekly [] Monthly [] Other [] Describe _____

7. Does the organization operate in more than one state? Yes No

If Yes; MULTI-STATE OPERATIONS – must complete the questions below.

List other states _____ **Attach additional pages if needed, & complete the rest of the Parent Organization Information below.**

Organizations Name: _____ Phone number: _____

Address: _____ Fax number: _____

Contact person at parent organization: _____

E-mail for Contact person: _____

Multiple Site Summary

Sponsor _____ Agreement # _____

Center Name	Address	Center ID number	Approval type	Approval Expiration	Monitoring #1 Date	Monitoring #2 Date	Monitoring #3 Date		Comments

Please use additional pages as needed.