

# NEW JERSEY CHILD AND ADULT CARE FOOD PROGRAM CHECKLIST FOR REPORTING ADMINISTRATIVE AND PROGRAM CHANGES

(Make copies of this form to use when reporting changes during the Agreement Year. Note changes on your Schedule A in red ink and return with this form.)

(Date)

(Sponsor Name)

(Agreement #)

**Dear Nutrition Program Specialist:**

**In accordance with the Child and Adult Care Food Program Agreement each sponsor is required to report administrative and operational changes for the food program within 10 days of the change. Attached is a copy of our Schedule A, which reports how our food service program will change effective as indicated below.**

(Note: Each sponsor must submit the revision on the most current Schedule A on file in your day care center office):

**I would like to report the following:**

- 1. Sponsor/Program **name change**:
- 2. Sponsor/Program **address change**:
- 3. Sponsor **telephone number change**:
- 4. **Person responsible** for the Child and Adult Care Food Program change:
- 5. **Meal type(s) served** will change beginning:
- 6. Program **dates of operation** will change beginning:   
(Date)
- 7. We will **add program(s)** to the Child and Adult Care Food Program beginning:   
(Date)
- 8. We will **delete program(s)** to the Child and Adult Care Food Program beginning:   
(Date)
- 9. The location(s) where children will be fed will change.  
(License and Program Application forms must be submitted.)
- 10. Our Food Service operation will change **From:** Self-Prep / Vended **To:** Self-Prep / Vended  
(Circle One) (Circle One)

Please check (✓):

- I have signed, dated and indicated the necessary changes on my most current Schedule A to complete the revision process for item(s) 5-10. Please send any additional forms that must be completed in order to make these changes. I understand that the Child and Adult Care Food Program will send a revised Schedule A or letter to acknowledge approval of these changes.**

(Name and Title of Sponsor/Representative)

(Signature of Sponsor/Representative)

/cml:8/Chklist. for Report.



**REMINDER !**

***Report Administrative and Operational  
Changes for the  
Child and Adult Care Food Program***

**within**



**days of the change.**