

**North Carolina Department of Health and Human Services
Division of Public Health
Child and Adult Care Food Program
Day Care Home Provider
Add, Drop, Change Form**

Instructions

This form is used to update any provider information under your Sponsoring Organization. Updates will take effect on or after the date of State Agency review and approval in NC Cares. Indicate the code that reflects the change in the column named “Change Code” (state A, D or M).

ADDS (code A)

List all adds (proposed providers). Attach a copy of facility agreement (CAC 8D) and a license copy. If a termination letter from another sponsor has been supplied by the proposed provider, include a copy.

DROPS (code D)

List all drops (providers leaving your program by provider request or termination for convenience). Attach a copy of the termination letter.

MODIFY (code M)

Under the column “Modify Details”, give a description of proposed change. Include any supporting documentation for the State Agency.

DISQUALIFIED PRINCIPALS, PROVIDERS, AND FACILITIES:

Log onto www.nutritionnc.com website and review individual and facility names on Termination Reports (under Frequently Requested Documents) to determine if names exist on terminated lists. Select the statement box on page 1 to indicate that lists have been reviewed.

Submit the form to the State Agency.