

## DCFS Extended Capacity Changes – Dec. 2013

Department of Child and Family Services says, “A provider who wishes to take advantage of the new rule must contact us and request the amendment. We (DCFS) will not have to do a site visit, we (DCFS) can do this over the telephone. It will only be approved for those providers already holding the Extended Capacity. The license will be amended in the computer system as soon as our Central Office of Licensing (Cool) is notified through the normal process. That process is quick. The required form is emailed or faxed to Springfield and their staff completes the data entry on the screen, which triggers a new license document to be printed. This new license document is sent by mail the next working day but the amendment is visible on the licensing screen as soon as it is data-entered by Cool staff so it will most definitely be visible on the Friday report.”

Illinois State Board of Education (ISBE) – Food Program (CACFP) State Oversight Agency

**In the CACFP – Food Program, a provider’s license capacity is determined by the weekly data file ISBE receives from DCFS. The weekly data file must contain the amended license information before it can go into effect.**

It is important to make any capacity changes through DCFS as soon as you can. Your Food Program (CACFP) reimbursement depends on the weekly data received from DCFS. If the DCFS data is not updated to reflect your current capacity you may lose reimbursement and/or be found out of compliance even if your local DCFS representative has approved an amended license.