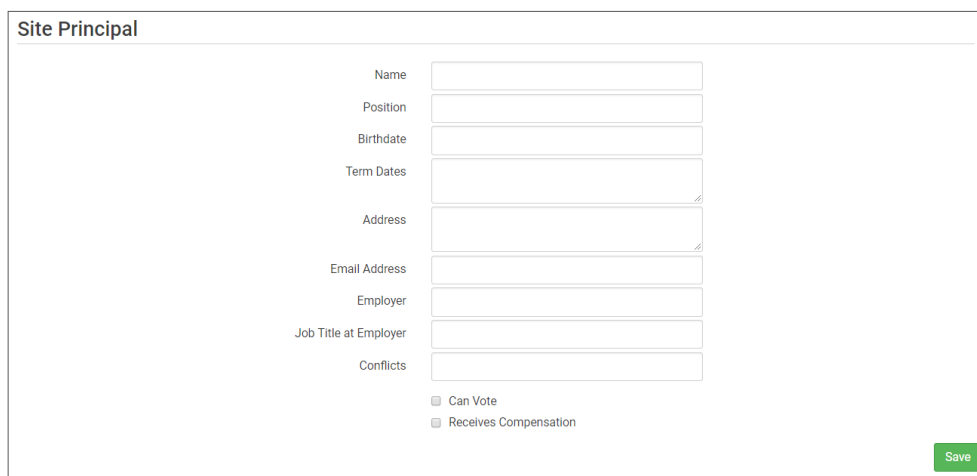


Sites are required to identify the key staff that are responsible for the implementation of the CACFP and provide identifying information to the sponsor in order to ensure that no key staff person is on the National Disqualified List. Entering the site principals here is for one-time recording purposes. If you wish to track their participation in annual training separately, then they should be added as Site Staff members.

To enter Principals (key staff) for a site:

- Click on “Site Details’ from the main dashboard.
- Scroll down to “Principals” and click the blue “Add Principals” button.
- Enter the fields:
 - **Name (required)**: include the name as it appears on official documents.
 - Position (optional): job title or position on the Board of Directors (for non-profit).
 - **Birthdate** (required)
 - Term Dates (optional): for members of the Board of Directors.
 - Address (optional): assists with identification.
 - Email Address (optional)
 - Employer (optional): if Board Member.
 - Job Title at Employer (optional)
 - Conflicts (optional): record conflicts of interest.
 - Checkboxes for “Can Vote” and “Receives Compensation” (optional)
- Click “Save”.



The screenshot shows a web form titled "Site Principal". It contains the following fields and options:

- Name:
- Position:
- Birthdate:
- Term Dates:
- Address:
- Email Address:
- Employer:
- Job Title at Employer:
- Conflicts:
- Can Vote
- Receives Compensation
-