

# Reactivate Providers

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If you have removed providers, you can reactivate them again later. When you reactivate removed providers, you also have the option to reactivate all of the provider's children who were withdrawn when you removed the provider. You can also reset the provider's original CACFP start date. This determines whether the provider shows up as a newly added provider on the Provider's Added report (and the California Change Request report).

To reactivate a provider:

1. Click the **Providers** menu and select **List Providers**. The List Providers window opens.
2. Click the **Filter Providers By** drop-down menu and select **Active & Withdrawn After** or **Withdrawn Before**.
3. Click the corresponding **Date** box and enter the date before or after which the provider was withdrawn.
4. Click **Refresh List**.
5. Click **Reactivate** next to the provider you are reactivating. The Reactivate Provider dialog box opens.
6. Click the **Effective Date** box and update the provider's original CACFP start date, if needed. This will replace the value in the Original CACFP Start Date box in the Provider Information window.

Reactivate Provider

Shelly, Mary 998894

You have chosen to reactivate this provider. Doing so means that you will once again be processing claim information for this provider.

If you wish to continue reactivating this provider, please click Continue. Otherwise, click Cancel.

Effective Date: 02/01/2019

Note: the date you choose here will be assigned to the Provider's Original CACFP Start Date, replacing the value currently in that field.

Reactivate children withdrawn with Provider

Continue Cancel

7. Check the **Reactivate Children Withdrawn with Provider** box to reactivate all of the provider's withdrawn children when you reactivate the provider.
8. Click **Continue**.
9. Click **OK** at the confirmation prompt.

**Note:** You can also reactivate providers in the Provider Information window. To do so, click **View** next to the provider in the List Providers window. The Provider Information window opens. Click **Reactivate**.