Purpose

This Policy Alert notifies contractors of the REVISED Forms:

• H1569, Single Audit Identification Data, and Instructions
• H1651, Application Between Contracting Organization and Adult Day Care Center, and Instructions
• H1653, Permanent Agreement Between Sponsoring Organization and Adult Day Care Facility, and Instructions

Implementation

Begin using the revised forms immediately.

Procedure

Replace the following forms and instructions in the forms section of your CACFP-ADC Handbook with the attached forms and instructions, version date July 2006:

• H1569, Single Audit Identification Data, and Instructions
• H1651, Application Between Contracting Organization and Adult Day Care Center, and Instructions.
• H1653, Permanent Agreement Between Sponsoring Organization and Adult Day Care Facility, and Instructions.

Beginning immediately, destroy your stock supply of any versions of Forms H1569, H1651 and H1653 and their Instructions dated other than July 2006.

Forms H1651 and H1653 signed on August 31, 2006 or before by both the center and sponsor representative may be submitted using either:

• H1651, July 2005 or July 2006 version, and
• H1653, July 2005 version and the amendment to the Form H1653, or Form H1653, July 2006 version.

continued
Procedure continued

Forms H1651 and H1653 signed **September 1, 2006** and forward by either representative must be submitted using the July 2006 version or the forms will be denied and returned.

Among the revisions to Form H1651 is the addition of an “amended” box at the top of the form. Contractors will use this form to report changes (amend) to the information contained on this form in place of submitting Form H1548, *Application/Management Plan Change*. Changes are limited to those contained on Form H1651, all other changes must still be reported using Form H1548.

Sponsoring Organizations: Any change to this form on behalf of a sponsored center requires the signature and date of both the center representative and the Contracting Organization representative.

When reporting changes (amendments) on Form H1651, you must complete the entire form and those items or sections that have changes to them. This can be done by highlighting the change(s) or placing an asterisk (*) by those items that have changed.

Adverse Action

Failure to administer the CACFP in accordance with CACFP requirements may result in placement of your organization in the serious deficiency process. Please refer to Policy Alert CACFP CCC 2003-06, *Serious Deficiency Process for Participating Contractors*, for detailed information on the serious deficiency process.

Contact

If you have any questions please contact your Area Program Office.

ATTACHMENT