Changes in Adult Day Care Facility Participation
(Child and Adult Care Food Program)

12-2007

PURPOSE

To request approval to add, delete or make changes to Adult Day Care Facilities under the Sponsoring Organization.

PROCEDURE

When to Prepare

Complete Form H1605 in any month in which you are adding, deleting or making changes to Adult Day Care Facilities under your Sponsorship. You may use additional Forms H1605 if more spaces are needed for additions, deletions or changes. Sponsoring organizations must submit Form H1605 to their Food and Nutrition Field Operations Office (F&NFOO) by the 25th day of the month for the addition, deletion or change to be effective for that month.

Number of Copies

Complete one original and one copy.

Transmittal

Send the original to your F&NFOO, and keep one copy for your files.

How to Obtain Copies

Make additional copies as needed or download Form H1605 from the Texas Department of Agriculture (TDA) website at www.snptexas.org, select "Continue to SNPTexas.org" and click on FND Forms in the menu on the left side of the page.

Form Retention
Keep Form H1605 for three years and 90 days from the end of the program year. Exception: If audit findings, claims or litigation have not been resolved by the end of the retention period, all forms and records must be retained until all issues have been resolved.

DETAILED INSTRUCTIONS

**Name of Sponsoring Organization** — Enter the name of the Sponsoring Organization.

**Program (TX) No.** — Enter the Sponsoring Organization's seven-digit Program (TX) number.

**Month and Year of Claim** — Enter the month and year for which the Adult Day Care Facility is being added, deleted or changes are being made.

**New Adult Care Facilities**

A. Enter the names of the Adult Day Care Facilities being added.
B. Enter the Adult Day Care Facility's licensing number.
C. Enter the beginning effective date of the Adult Day Care Facility's license.
D. Enter the date on which you conducted the Adult Day Care Facility's pre-approval visit.
E. Enter the date the Permanent Agreement Between Sponsoring Organization and Adult Day Care Facility (Form H1653) was signed by the Sponsoring Organization and Adult Day Care Facility. Enter the later date if the Sponsoring Organization's and the Adult Day Care Facility's dates of signature are not the same.
F. Enter the beginning date that Form H1653, Permanent Agreement Between Contracting Organization and Adult Day Care Facility, is effective.
G. For TDA Use Only: The effective date for claiming meals will be entered by the Area Program Office after review of the submitted forms are completed and they are approved. Meals served before the effective date approved by TDA may not be claimed for reimbursement.

**Adult Day Care Facility Changes**

A. Enter the **name of the Adult Day Care Facility** when making a change affecting its participation under your Sponsorship.
B. Enter the licensing case file number for the Adult Day Care Facility.
C. Provide a description of the type of change for the Adult Day Care Facility.
D. Enter the effective date (MM/YY) when changes for the Adult Day Care Facility take place.

**Deleted Adult Day Care Facilities**

A. Enter the names of the Adult Day Care Facilities that are no longer participating under your Sponsorship.
B. Enter the Adult Day Care Facility's licensing number.
C. Enter the reason your permanent agreement with the Adult Day Care Facility was terminated.
D. Enter the date on which the Adult Day Care Facility ceased participating under your Sponsorship.

**CERTIFICATION**

*Signature* — Form H1605 must be signed by a person authorized to represent the Sponsoring Organization as designated on Form H4508, Certificate of Authority.

*Date* — Enter the date the authorized representative signed Form H1605.

**For TDA Use Only**

*Signature* — A representative of TDA signs and returns a copy of Form H1605 to the Sponsoring Organization.

*Date* — A representative of TDA enters the date he/she signed Form H1605.