Form H1540
Instructions

Documentation of Meals Served

10-2009

PURPOSE

For sponsoring organizations to record consolidated attendance, meal counts by meal type, and total program dollars to be paid for each facility participating in the Child and Adult Care Food Program (CACFP) during each claim month. FND staff will review the Form H1540 during administrative reviews and technical assistance visits.

PROCEDURE

When to Prepare

Complete at the end of each claim month.

Number of Copies

Complete an original.

Transmittal

Maintain in your program files

How to Obtain Copies

Make additional copies as needed or download Form H1540 from the Texas Department of Agriculture (TDA) website at www.snptexas.org.

Form Retention

Keep Form H1540 for three years 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 are 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 number.

**Month and Year** — Enter the month and year for the claim being made.

**Name of Facility** — Enter the name of each facility alphabetically.

**License/Certification No.** — Enter the facility's license/certification number.

**Attendance** — Enter the total monthly attendance for only those children/participants who will be claimed during the claim month.

**Number of Meals Served** — For each facility, enter the total number of meals served and claimed for reimbursement by meal type. **NOTE: At-Risk only applies to Child Care Centers.**

**Total Dollars to be Paid** — Enter the total reimbursement to be paid to each facility.

**Totals** — Enter the total

- attendance for all facilities listed,
- meals served by type, and
- amount of reimbursement to be paid to all facilities listed.

**CERTIFICATION**

**Signature** — Form H1540 must be signed by a person designated as an official of the sponsoring organization on Form H4508, Certificate of Authority.

**Date** — The person signing Form H1540 on behalf of the sponsoring organization must enter the date he/she signed the form.

**Title** — Type or print the title of the official signing Form H1540 on behalf of the sponsoring organization.