DATE: September 22, 2009

REFERENCE: # CACFP ADC 2009-23

TO: Child and Adult Care Food Program-Adult Day Care (CACFP ADC) Contractors

SUBJECT: Potential Contractor Training

EFFECTIVE DATE: October 1, 2009

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**Purpose**

REPLACE CACFP ADC Handbook Items:
- 2131, Contractor Training
- 2131.1, Potential Contractor Training
- 2210, Getting Started

Currently potential contractors are required to attend contract management training prior to receiving an application for participating. The Texas Department of Agriculture (TDA) is changing the policy to allow potential contractors to obtain an application before training; however training will have to be completed before the application can be approved and a Food and Nutrition Division (FND) Agreement executed.

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**Procedure**

Replace Handbook Item 2131 with the following:

There are mandatory training requirements for both current and potential contracting organizations in the CACFP-ADC. As part of the application process and prior to executing a Food and Nutrition Division (FND) Agreement, potential contracting organizations must attend program training.

A contractor will receive a training certificate after a representative of their organization successfully completes the training. Certificates are awarded in the name of the contracting organization, rather than in the name of an individual who completes the training. The contractor should retain the training certificate with their CACFP records.

**NOTE:** Training expenses are an allowable expense if they are included in the contractor’s approved budget.

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This Policy Remains in Effect Until Further Notice
Replace Handbook Item 2131.1 with the following:

A representative of your organization must complete CACFP Adult Day Care Program Management Training for Potential Contractors as part of the application process, before your application to participate can be approved and an FND Agreement can be executed. The training includes an overview of key CACFP requirements and is held periodically throughout the program year. To locate Potential Contractor Program Management Training, check the FND Learning Center at www.snptexas.org. Select the “Program/Nutrition Training” link and choose the “Scheduled Classes” link from the left hand navigation bar. When your representative completes the training session, you will receive a training certificate. After you receive your certificate, you must turn it in to the Food and Nutrition Field Operations Office (F&N FOO), along with any other documents requested, to complete the application process. Note: Potential contractors can attend training prior to receiving an application; however, the certificate is only valid for one year from the date of the training, so you must ensure that you request an application and submit it to FND before the certificate expires.

If your representative fails to complete the entire training session, you will not be given a certificate of training. A representative of your organization may enroll in the next regularly scheduled CACFP Adult Day Care Program Management Training for Potential Contractors; however, failure to complete the training could result in denial of your application. It is recommended that the representative who attends the training be either the owner or director of the center(s) and be able to provide training to all persons in their organization who will have CACFP responsibilities.

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<tr>
<th>If …</th>
<th>Then …</th>
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<tr>
<td>The organization previously participated in the CACFP ADC, but terminated for any reason.</td>
<td>A representative of the organization must complete a CACFP Adult Day Care Program Management Training for potential contractors session prior to resuming participation in the CACFP ADC.</td>
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<tr>
<td>The organization experienced a complete legal identity change (i.e., the organization is sold) and the principal staff changed.</td>
<td>A representative of the new organization must complete a CACFP Adult Day Care Program Management Training for potential contractors session as part of the application process to participate in the CACFP ADC.</td>
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<tr>
<td>The organization had a name change, but your Federal Employer’s Identification Number (FEIN), or other documentation establishing legal identity remained the same, and the principal staff did not change.</td>
<td>The organization would not be required to attend CACFP Adult Day Care Program Management Training for potential contractors again.</td>
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<tr>
<td>The organization experienced a complete legal identity change (i.e., the organization is sold) and the principal staff did not change.</td>
<td>The organization would not be required to attend CACFP Adult Day Care Program Management Training for potential contractors again, unless the F&amp;N FOO determines that the current operations would benefit from additional training.</td>
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Procedure continued

Replace Handbook Item 2210 with the following:

Potential contractors who request an application must complete and return the application to the F&N FOO indicated in the application packet. The contractor will provide information about their organization and their plan to manage program operations. USDA does not allow contractors to hire an outside source to complete the application on their behalf. The contractor’s F&N FOO can answer questions and provide technical assistance as the contractor completes the application.

If a contractor submits an incomplete or incorrect application, FND will request that the contractor submit the information needed to complete the application within 30 days. If a representative has not completed CACFP Adult Day Care Program Management Training for Potential Contractors, this will be included as an incomplete item in the request for information and the training will need to be completed within the 30-day timeframe.

Upon approval of their application, the contractor will receive copies of the approved application forms, the agreement, and other documents that the contractor will need to operate the program. FND will not issue payment or reimbursement prior to approving an agreement signed by FND and the contractor’s authorized representative. Additionally, the contractor should notify FND immediately if the mailing address changes. This will ensure prompt delivery of the application and other program information.

A contractor may operate similar CACFP programs such as day care homes, child care centers, and adult care centers at any one time. The contractor will have a single FND Agreement that includes all programs that the contractor administers, but the contractor must complete a separate application for each program.

EXAMPLE: If a contracting organization sponsors both adult day care centers and child care centers (CACFP-CCC), the contractor will have one FND Agreement with CACFP Adult Day Care Centers and Child Care Centers marked, but two separate applications and management plans: one for adult day care centers and one for child care centers.

Contact

If you have any questions please contact your Food and Nutrition Field Operations Office.