POLLICY ALERT

Date: May 1, 2010
Reference: # CACFP ADC 2010-10
To: Child and Adult Care Food Program-Adult Day Care (CACFP ADC) Contractors
Subject: Revised Forms H1651, H1653 and Instructions
Effective Date: Immediately

Purpose

REPLACE Forms:
- 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

Form H1651 and instructions have been revised to remove or correct obsolete and outdated information.

Form H1653 and instructions have been revised to require the form for only sponsored unaffiliated facilities as well as remove or correct obsolete and outdated information.

Implementation

Various – see Procedure below

Procedure

Form H1651 and instructions: Through May 2010, contractors may use either the current Form H1651 dated July 2008 to use up existing supplies, or may use the new Form H1651 dated April 2010. However, effective June 1, 2010, contractors must use and submit to TDA only the Form H1651 dated April 2010. NOTE: Effective with this Policy Alert, only the Form H1651 and instructions dated April 2010 will be available on the TDA website at www.snptexas.org.

Form H1653 and instructions: Sponsoring organizations must begin using the Form H1653 dated April 2010 for any new unaffiliated facilities for which they sign an agreement with signature dates of both the sponsor and facility of May 15, 2010 or later. Sponsoring organizations must obtain and submit to TDA a new Form H1653, dated April 2010, from each currently participating unaffiliated facility, including those signed up through May 14, 2010 and approved after implementation of this policy alert, no later than January 1, 2011.

Contact

If you have any questions please contact your Community Operations office.

This Policy Remains in Effect Until Further Notice