Date: May 3, 2010

Reference: # CACFP ADC 2010-11

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

Subject: Revised Form H1602 and New Form H1602-P

Effective Date: June 1, 2010

**APPLIES TO SPONSORING ORGANIZATIONS ONLY**

**Purpose**

REPLACE Form H1602, *Monitor Review* and instructions

ADD Form H1602-P, *Facility Pre-Approval Visit* and instructions

**Implementation**

Begin using the revised Form H1602 with reviews conducted June 1, 2010 and ongoing

Begin using the new Form H1602-P for pre-approval visits conducted June 1, 2010 and ongoing

**Procedure**

Destroy existing supplies of Form H1602, *Monitor Review* and instructions with a revision date other than April 2010. You must use the revised H1602 for monitoring reviews conducted June 1, 2010 and ongoing.

Add Form H1602-P, *Facility Pre-Approval Visit* and instructions to your CACFP ADC Handbook and begin using the new form H1602-P for pre-approval visits conducted June 1, 2010 and ongoing.

Both forms can be accessed on the Texas Department of Agriculture (TDA) website at [www.snptexas.org](http://www.snptexas.org).

**Contact**

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

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This Policy Remains in Effect Until Further Notice