POLICY ALERT

Date: September 28, 2011                Reference: # CACFP ADC 2011-10
To: Child and Adult Care Food Program Adult Day Care (CACFP ADC) Contracting Entities
Subject: Revised Form H1602, Monitor Review, and Instructions
Effective Date: November 1, 2011

APPLIES TO SPONSORING ORGANIZATIONS ONLY

Purpose

REPLACE Form H1602, Monitor Review and instructions

Background

The Form H1602 was revised to facilitate gathering ethnic/racial category of participants by adding a chart to gather this information to section B. Civil Rights. Other minor terminology changes were also made.

Implementation

Begin using the revised Form H1602 with reviews conducted November 1, 2011 and ongoing. You may use either the January 2011 or October 2011 Form H1602 for reviews conducted in October 2011, however, effective with this Policy Alert only the Form H1602 dated October 2011 will be available on the website.

Procedure

Destroy existing supplies of Form H1602, Monitor Review, and instructions with a revision date other than October 2011. You must use the revised Form H1602 for monitoring reviews conducted November 1, 2011, and ongoing.

The Form H1602 can be accessed on the Texas Department of Agriculture (TDA) website at www.snptexas.org.

Contact

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

This Policy Remains in Effect Until Further Notice