POLICY ALERT

Date: August 18, 2006

Reference: # CACFP CCC 2006-23

To: Child and Adult Care Food Program-Child Care Centers (CACFP-CCC) Contractors

Subject: Revised Forms

Effective Date: Immediately

Purpose
This Policy Alert notifies contractors of the REVISED Forms:

• H1538, Application Between Contracting Organization and Child Care Center, and Instructions
• H1569, Single Audit Identification Data, and Instructions
• H1630, Permanent Agreement Between Sponsoring Organization and Child Care Facility, and Instructions

Implementation
Begin using the revised forms immediately.

Procedure
Replace the following forms and instructions in the forms section of your CACFP-CCC Handbook with the attached forms and instructions, version date July 2006:

• H1538, Application Between Contracting Organization and Child Care Center, and Instructions
• H1569, Single Audit Identification Data, and instructions
• H1630, Permanent Agreement Between Sponsoring Organization and Child Care Center, and Instructions

Beginning immediately, destroy your stock supply of any versions of Forms H1538, H1569, and H1630 and their instructions dated other than July 2006.

Forms H1538 and H1630 signed on August 31, 2006 or before by both the center and sponsor representatives may be submitted using either:

• H1538, July 2005 or July 2006 version, and
• H1630, July 2005 version and the amendment to Form H1630, or Form H1630, July 2006 version.

Forms H1630 and H1538 signed September 1, 2006 and forward by either representative must be submitted using the July 2006 version or the forms will be denied and returned.

continued

This Policy Remains in Effect Until Further Notice
Among the revisions to Form H1538 is the addition of an “amended” box at the top of the form. Contractors will use this form to report changes (amend) to the information contained on this form in place of submitting Form H1548, Application/Management Plan Change. Changes are limited to those contained on Form H1538, all other changes must still be reported using Form H1548.

Sponsoring Organizations: Any change to this form on behalf of a sponsored center requires the signature and date of both the center representative and the Contracting Organization representative.

When reporting changes (amendments) on Form H1538, you must complete the entire form and those items or sections that have changes to them. This can be done by highlighting the change(s) or placing an asterisk (*) by those items that have changed.

Failure to administer the CACFP in accordance with CACFP requirements may result in placement of your organization in the serious deficiency process. Please refer to Policy Alert CACFP CCC 2003-09, Serious Deficiency Process for Participating Contractors, for detailed information on the serious deficiency process.

If you have any questions please contact your Area Program Office.