Permanent Agreement Between Sponsoring Organization and Child Care Facility

PURPOSE

To document the agreement under which the Sponsoring Organization (Sponsor) sponsors the participation of a child care facility (Facility) in the Child and Adult Care Food Program (CACFP).

PROCEDURE

When to Prepare

Complete Form H1630 when the Sponsor and Facility agree to contract with one another for participation in the CACFP.

Number of Copies

Complete an original and three copies.

Transmittal

Send the original and one copy to your Area Program Office (attached to Form H1538 submitted on behalf of the Facility), leave one copy with the Facility and keep one copy for your records. The original will be returned to the Sponsor upon approval.

How to Obtain Copies

Make additional copies as needed or download Form H1630 from the Special Nutrition Programs (SNP) website at www.snptexas.org.

Form Retention

Keep Form H1630 for three years and 90 days from the end of the program year. Exception: If audit findings, claims or litigation have not been resolved, all forms and records must be retained beyond the required time period until all issues are resolved.

DETAILED INSTRUCTIONS
**Name of Sponsoring Organization** — Enter the Sponsor’s name as it appears on the contractor’s Application and Management Plan (Form H1536-B or Form H1536-C).

**Program (TX) No.** — Enter the Sponsor’s seven-digit program (TX) number. New Sponsors should leave this blank.

**Address of Sponsoring Organization** — Enter the address of the Sponsor.

**Name of Child Care Facility** — Enter the name of the Facility exactly as it appears on the Facility’s license.

**Physical Address of Child Care Facility** — Enter the address of the Facility exactly as it appears on the Facility’s license.

**Mailing Address of Child Care Facility, if different from physical address** — Enter the mailing address of the Facility, including street, P.O. Box, city, state and ZIP code.

Mark the appropriate box to indicate whether the Sponsoring Organization and the child care facility are part of the same legal entity.

A Sponsoring Organization and the child care facility that are part of the same legal entity (affiliated):

- must have an authorized official of the Sponsoring Organization sign and date the certification statement; and
- do not complete the remainder of the form or sign the certification at the end of the form.

A Sponsoring Organization and the child care facility that are not part of the same legal entity (nonaffiliated) must complete the remainder of Form H1630.

**Effective: From – Until Terminated** — Enter the beginning effective date of the permanent agreement.

**Signature, Child Care Facility Representative** — The person to whom a license is issued by the Texas Department of Family and Protective Services must sign this form.

**Date** — The Child Care Facility’s Representative will enter the date when he or she signs the form.
**Signature – Sponsor Representative** — A person authorized to act on behalf of the Sponsor must sign the form.

**Date** — The Sponsor representative will enter the date when he or she signs the form.

**For HHSC Use Only** — A representative of HHSC will sign and date the document to approve the participation of the Facility in the CACFP under the sponsorship of the Sponsoring Organization.