POLICY ALERT

Date: April 3, 2007
Reference: # CACFP CCC 2007-9
To: Child and Adult Care Food Program-Child Care Centers (CACFP-CCC) Contractors
Subject: Electronic Completion of Form H1535, Daily Meal Count and Attendance Record (Centers and Emergency Shelters)
Effective Date: Immediately

Purpose

The Texas Health and Human Services Commission (HHSC) Special Nutrition Programs (SNP), in an effort to move toward an electronic business environment, is revising its policy to allow electronic completion of the Form H1535, Daily Meal Count and Attendance Record (Centers and Emergency Shelters), by any contractor who has the means to do so.

This Policy Alert also REPLACES Form H1535 and instructions with the revised form version date March 2007.

Implementation

Immediately

Procedure

Contractors who possess the means to complete Form H1535, Daily Meal Count and Attendance Record (Centers and Emergency Shelters), electronically at the point of service may do so provided that they:

- Submit to their Area Program Office (APO) a Form H1548, Application/Management Plan Change, explaining the method they will use and how they will ensure program requirements are met, (i.e., point of service meal counts, daily completion); and

- Have the ability to print the form on demand, to ensure compliance with the records availability requirements as outlined in Section 5200, Administrative Reviews, of the CACFP CCC Handbook. Contractors must have a plan in place to address technical difficulties such as system failures.

- Print the form, upon completion, sign and date by a center or emergency shelter representative and retain in program files.

Effective immediately, replace Form H1535 and instructions in the forms section of your CACFP CCC Handbook with the Form H1535 and instructions, version date March 2007.

continued
Adverse Action  Failure to follow program requirements is a serious deficiency. Refer to Policy Alert CACFP CCC 2003-09, *Serious Deficiency Process for Participating Contractors*, for more information on the serious deficiency process.

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