Form H1604

Instructions

Changes in Child Care Facility Participation
(Child and Adult Care Food Program)

12-2007

PURPOSE

To request approval to add, delete or make changes to Child Care Facilities under the Sponsoring Organization.

PROCEDURE

When to Prepare

Complete Form H1604 in any month in which you are adding, deleting or making changes to Child Care Facilities under your Sponsorship. You may use additional copies of Form H1604 if more spaces are needed for additions, deletions or changes. Sponsoring organizations must submit Form H1604 to their Food and Nutrition Field Operations Office (F&NFOO) by the 25th day of the month for the addition, deletion or change to be effective for that month.

Number of Copies

Complete one original and one copy.

Transmittal

Send the original to your F&NFOO, and keep one copy for your files.

How to Obtain Copies

Make additional copies as needed or download Form H1604 from the Texas Department of Agriculture (TDA) website at www.snptexas.org, select "Continue to SNPTexas.org" and click on FND Forms in the menu on the left side of the page.

Form Retention

Keep Form H1604 for three years and 90 days from the end of the program year. Exception: If audit findings, claims or litigation have not
been resolved by the end of the retention period, all forms and records must be retained until all issues have been resolved.

DETAILED INSTRUCTIONS

**Name of Sponsoring Organization** — Enter the name of the Sponsoring Organization.

**Program (TX) No.** — Enter the sponsoring organization's seven-digit Program (TX) number.

**Month and Year of Claim** — Enter the month and year for which the Child Care Facility is being added, deleted or changes are being made.

**New Child Care Facilities**

A. Enter the names of the Child Care Facilities being added.
B. Enter the Child Care Facility's licensing number.
C. Enter the beginning effective date of the Child Care Facility's license.
D. Enter the date on which you conducted the Child Care Facility's pre-approval visit.
E. Enter the date the Permanent Agreement Between Sponsoring Organization and Child Care Facility (Form H1630) was signed by the Sponsoring Organization and Child Care Facility. Enter the later date if the Sponsoring Organization's and the Child Care Facility's dates of signature are not the same.
F. Enter the beginning date that Form H1630, Permanent Agreement Between Contracting Organization and Child Care Facility, is effective.
G. For TDA Use Only: The effective date for claiming meals will be entered by the Area Program Office after review of the submitted forms are completed and they are approved. Meals served before the effective date approved by TDA may not be claimed for reimbursement.

**Child Care Facility Changes**

A. Enter the **name of the Child Care Facility** when making a change affecting its participation under your Sponsorship.
B. Enter the licensing case file number for the Child Care Facility.
C. Provide a description of the type of change for the Child Care Facility.
D. Enter the effective date (MM/YY) when changes for the Child Care Facility take place.

**Deleted Child Care Facilities**
A. Enter the names of the Child Care Facilities that are no longer participating under your Sponsorship.
B. Enter the Child Care Facility's licensing number.
C. Enter the reason your permanent agreement with the Child Care Facility was terminated.
D. Enter the date on which the Child Care Facility ceased participating under your Sponsorship.

CERTIFICATION

**Signature** — Form H1604 must be signed by a person authorized to represent the Sponsoring Organization as designated on Form H4508, Certificate of Authority.

**Date** — Enter the date the authorized representative signed Form H1604.

For TDA Use Only

**Signature** — A representative of TDA signs and returns a copy of Form H1604 to the Sponsoring Organization.

**Date** — A representative of TDA enters the date he/she signed Form H1604.