**POLICY ALERT**

**Date:** November 5, 2008                      **Reference:** # CACFP CCC 2009-05

**To:** Child and Adult Care Food Program-Child Care Center (CACFP-CCC) Contractors  **Subject:** Alternate Proof of License  

**Effective Date:** November 1, 2008

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**Purpose**

NOTIFY contractors that the Texas Department of Agriculture (TDA) is implementing the use of a print screen from the Texas Department of Family and Protective Services (DFPS) website as temporary proof of license for centers/facilities.

**Procedure**

Contractors submitting documentation for themselves or to add new facilities to their sponsorship must submit a complete and correct packet which includes:

- Form H1538, *Application Between Contracting Organization and Child Care Center*;
- Form H1630, *Permanent Agreement Between Sponsoring Organization and Child Care Facility*;
- A copy of the center’s license.

A contractor may submit a print screen from the DFPS website as temporary proof of license for the center, if the center has not yet received their license from DFPS. The print screen can only be used temporarily and the copy of the license must be submitted to TDA immediately upon receipt. Sponsors who do not receive a copy of the license from their sponsored facility must contact that facility or DFPS within 3 months of submitting the print screen to TDA to obtain the license or obtain a status on the license.

To access the DFPS website and obtain a print screen follow the instructions below:

Log on to [www.dfps.state.tx.us](http://www.dfps.state.tx.us).
Select “Child Care Licensing” from the menu on the left hand side of the screen.
Select “Search Texas Child Care” from the menu on the left hand side of the screen.
Select “Search for a Day Care” from the selections in the middle of the screen.
Enter applicable information and print the results.

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This Policy Remains in Effect Until Further Notice
Procedure continued

Contractors may also use a print screen for centers that have changed location but have not yet received their new license, as long as the print screen has the address of the new location.

Under these circumstances, the center would continue to be eligible to claim meals. If the address has not been updated and the print screen still has the old address, the center would not be eligible to claim meals. The print screen can only be used temporarily and the copy of the license must be submitted to TDA immediately upon receipt. Sponsors who do not receive a copy of the license from their sponsored facility must contact that facility or DFPS within 3 months of submitting the print screen to TDA to obtain the license or obtain a status on the license.

Attached is a sample of what the print screen would look like. The print screen must have the DFPS’ logo and name at the top. When printed, the copy may have the web address and date at the bottom of the page, depending on the settings of your printer.

TDA staff will be verifying the information submitted by the contractor and if TDA determines that the print screen provided is not from the DFPS website, or has been altered by the contractor, the contractor will be placed in the Serious Deficiency Process for falsifying government records.

Contact

If you have any questions please contact your Food and Nutrition Field Operations Office.