This Policy Alert revises information in Section 4440 of your CACFP-CCC Handbook regarding the Alternate Forms approval process.

**How am I notified my alternate form is approved?**

The Alternate Forms Committee (AFC) will provide you with written notification concerning the approval to begin using your alternate forms/instructions in the CACFP-CCC. The AFC will include a copy of your approved alternate form with the written notification.

**Can I use an alternate form that has already been approved for use by another contractor?**

You may use an alternate version of a form that has already been approved for use by another contractor in the CACFP-CCC. However, you must still submit that form through the alternate forms process for specific approval for use in your contract.

NOTE: If you are currently using an exact version of an alternate form that the AFC previously approved for use by another contractor, you may continue to use that form provided that that particular version is still currently approved for use. However, you must

- notify your Area Program Office (APO) that you are using an alternate version of the corresponding DHS form,
- provide a copy of the form/instructions, and
- provide the name of the contractor whose approved version you are using. You must provide this information to your APO in order for your contract files to reflect your approved management plan.

**When must I revise/make changes to my previously approved alternate form(s)?**

You must re-submit an alternate form for approval when

- The Special Nutrition Programs has initiated a program change that revises the information contained on the official DHS form for which you have a corresponding approved alternate; or,
- You make a change to your previously approved alternate form.

**Can I submit an alternate form for approval at any time during the Program Year?**

Yes. You may submit an alternate form for approval at any time during the Program Year.

continued
NOTE: You must submit copies of your current approved alternate forms with your application each year. This particular submittal is not done as part of the Alternate Forms approval process; you are submitting your approved alternate forms as an attachment to your Management Plan as part of the documentation for how you intend to operate the CACFP-CCC. We encourage you to submit new requests for alternate forms approval well in advance of the annual application process. However, if you do need to submit an alternate form for approval for the first time and you submit the form with your annual application package, include a note to that effect to your APO.

Do I need to submit my completed Alternate Forms Checklist to the APO with my alternate forms package?

Yes. The Alternate Forms Checklist is a tool to assist you in developing an alternate form that meets CACFP documentation requirements in addition to supporting your unique operation.

If you have additional questions, please contact your Area Program Office.

ATTACHMENTS