POLICY ALERT

Date: June 16, 2004 Reference: # CACFP CCC 2004-13
To: Child and Adult Care Food Program-Child Care Centers (CACFP-CCC) Contractors
Subject: Revised Forms
Effective Date: June 1, 2004

Purpose
Special Nutrition Programs (SNP) revised the forms listed below to clarify the requirement for an organization to identify any principals in its organization who have ever been

- disqualified from participating in any publicly funded program during the past 7 years, or
- convicted of any criminal business related offense during the past 7 years.

Policy Change
The policy clarification only applies to an organization that is a public entity, such as a government agency, municipality, or university. At the time of application or renewal to participate in the CACFP, an organization that is a public entity must limit the identification of principals to those individuals who are directly involved in the operation of the CACFP and to their immediate supervisors / responsible principals.

Effective Date
This clarification is effective June 1, 2004, concurrent with the date on the revised forms listed below and attached.

Procedures
Replace the corresponding forms in the Forms Section of your CACFP-CCC Handbook with the revised forms, dated June 2004, listed below:

- Form 1536-B, and instructions, Application and Management Plan for Child Care Centers
- Form 1536-C, and instructions, Renewal Application and Management Plan for Child Care Centers

Contact
Call your designated Area Program Office if you have any questions.

ATTACHMENTS

This Policy Remains in Effect Until Further Notice