Following a survey of sponsors and day care homes, Special Nutrition Programs (SNP) amended its rules in the Texas Register to repeal the requirement that sponsors establish and maintain secondary business offices.

Beginning with CACFP Program Year 2004 (October 1, 2003), you are no longer required to establish or maintain secondary business offices. If you choose to maintain a secondary business office, you must include the cost in your budget, along with your other program costs.

You must continue to maintain a secondary business office as specified in Item 2161.2 of your CACFP-DCH Handbook through the remainder of CACFP Program Year 2003 (September 30, 2003). New sponsors that begin participating in the CACFP during Program Year 2003 must maintain the secondary business office as required in Item 2161.2 of the CACFP-DCH Handbook through September 30, 2003.

Current sponsors and new sponsors will continue to use Form 1657, Child and Adult Care Food Program Secondary Offices (Day Care Homes), to provide SNP with information on secondary offices through Program Year 2003. Beginning with Program Year 2004 (October 1, 2003), Form 1657 will be deleted and you will be advised when to remove it from your handbook.

If you have any questions about this Policy Alert, please contact your Area Program Office.

This Policy Remains in Effect Until Further Notice