POLICY ALERT

Date: April 29, 2005
Reference: # CACFP DCH 2005-10
To: Child and Adult Care Food Program-Day Care Homes (CACFP-DCH) Sponsors
Subject: Revision of Alternate Forms Process
Effective Date: Immediately

Purpose

Background
You must use forms provided by Health and Human Services Commission (HHSC) to administer and operate the CACFP unless you have received approval from your Area Program Office (APO) to use alternate forms. Only the forms listed below may be submitted for alternate approval:
- H1530-A, Daily Meal Production Record for Infants;
- H1534, (Page 1) Documentation for Claimed Costs – Meals Served;
- H1534, (Page 2) Budget Reconciliation;
- H1539 (Page 1) Day Care Home Meal Service Record;
- H1539 (Page 2) Menus;
- H1568, Record of Recycled Food;
- H1603, Changes in Day Care Home Participation; and
- H1658, Documentation of Provider’s Tier Determination
Note: H4502, Claim for Reimbursement Worksheet may be changed without prior approval.

Definition
Alternate form – is a form developed by an entity other than HHSC to be used in place of an HHSC form.

Procedure
Contractor will:
- Use the checklists provided in this Policy Alert for alternate form approval requests.
- Identify on the proposed alternate form, the HHSC form number.
- Prepare corresponding instructions for every proposed alternate form.
- Submit the checklist with the proposed alternate form to your APO.
- Make corrections to alternate forms returned for changes by the APO and resubmit.
- Begin using the form when you get approval notification from your APO.
- Keep a copy of the alternate form approval letter from your APO and the approved form and instructions in your file

continued
This Policy Remains in Effect Until Further Notice
Procedure continued

You may use approved alternate forms until a revision is initiated. A revision may be necessary due to a contractor’s operational change or a regulatory/legislative change to CACFP. Revisions to alternate forms must be approved through the alternate form approval process before implementation.

Note: Do not use an alternate form approved for another contractor until your APO approves the form for you.

Adverse Action
Corrective action is required if you use an alternate form that is not approved by your APO. The corrective action will include, but not limited to:

- Discontinue the use of the form;
- Implement the use of the HHSC form;
- Submit the alternate form and instructions for approval, if you wish to use the form in the future;
- Begin use of the form when approval is received from your APO.

Exceptions

- Forms that are reproduced electronically are not considered alternate forms if they are exact replicas of both format and content. These do not need alternate form approval. Contractors are accountable for ensuring that an electronically reproduced version of a form is exactly the same as the HHSC form. If any additional data element is added to the form or instructions, or the HHSC number and date are removed, it is considered an alternate form and you must follow the alternate form approval process.

- When a contractor is using an alternate form and the HHSC form is changed, it is the contractor’s responsibility to revise their alternate form through the alternate approval process to reflect HHSC changes.

- When a contractor requests approval of an alternate form generated by a software system that permits the use of only the most current form, a universal approval will be given. The approval is sent to the requesting contractor, but covers all the contractors using that system.

Submission Period

You must submit copies of your current approved alternate forms with your annual application for CACFP participation. This is part of your Management Plan and documents how you intend to operate the Program.

You are encouraged to submit requests for alternate forms approval well in advance of the application process. However, if you do submit an alternate form for approval with your application packet, include a note alerting the APO of the alternate form approval request to avoid potential confusion or delays in processing the application packet.

Contact

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

ATTACHMENTS