POLICY ALERT

Date: May 13, 2005
Reference: # CACFP DCH 2005-12
To: Child and Adult Care Food Program-Day Care Homes (CACFP-DCH) Sponsors
Subject: Permanent Agreement and Application Process for Day Care Home Providers
Effective Date: October 1, 2005

Purpose

This Policy Alert replaces Policy Alert CACFP DCH 2004-8, and implements recent legislative changes to the Child and Adult Care Food Program (CACFP). Form H1542, Agreement Between Sponsors and Day Care Home Provider is revised to be permanent and will not expire except under certain circumstances.

Background

Under The Child Nutrition and WIC Reauthorization Act of 2004, Day Care Home (DCH) Sponsors are required to enter into permanent agreements with their sponsored homes.

Special Nutrition Programs (SNP) three-year application process will remain unchanged. Sponsors will be required to submit an annual update, which pertains to your Providers’ continued participation in the CACFP program.

All current Provider agreements will expire September 30, 2005.

Procedure

All Providers applying to participate in the CACFP for PY 2006 forward will sign a permanent agreement (Form H1542). The permanent agreement will continue the provisions for termination by either party for cause or convenience. The Provider retains the right to transfer to a new Sponsor in accordance with existing program regulations.

Requirements for PY2006

For every Provider who wishes to participate under your sponsorship for PY2006 you must submit to your Area Program Office for approval:

- A complete and correct Form H1537, Child and Adult Care Food Program Day Care Home Application (version date June 2005),
- A complete and correct Form H1542, Child and Adult Care Food Program Agreement Between Sponsor and Day Care Home Provider (version date June 2005),
- A copy of the day care home’s non-expiring license/registration, and
- A complete and correct Form H1658, Documentation of Provider’s Tier Determination, if the Provider is Tier I.

continued

This Policy Remains in Effect Until Further Notice
**Procedure continued**

Refer to Section 4320, 4322 and 4324 of the CACFP DCH Handbook for the requirements for **Open Enrollment** and for submitting complete and correct documents for the Providers you wish to sponsor.

**Note:** If your Area Program Office does not receive a copy of a Provider’s valid license/registration, a complete and correct Form H1542 and Form H1537 by October 25, 2005, your agreement with the Provider will terminate, and the Provider will be unable to participate in the CACFP after the month of September 2005.

**Forms**

SNP has revised Form H1537 and H1542. You must use these revised forms for every Provider you add to your sponsorship effective October 1, 2005 forward. Use the June 2004 or September 2004 version of Form H1537 and June 2004 version of the Form H1542 for any provider during the remainder of PY 2005.

**Note:** The September 2004 version of Form H1537 and June 2004 version of Form H1542 will not be available online. To obtain hard copies of the Forms H1537 and H1542, contact your Area Program Office.

We have enclosed a camera-ready copy of the revised Form H1537 and Form H1542. You may reproduce the forms in sufficient quantities to meet your needs. You may also access and download the Forms H1537, H1542 and H1658 at: [www.snptexas.org](http://www.snptexas.org).

**Authority**


**Contact**

If you have any questions regarding this Policy Alert, Please contact your Area Program Office.

**ATTACHMENTS**