Date: June 20, 2008

Reference: # CACFP DCH 2008-12

To: Child and Adult Care Food Program-Day Care Homes (CACFP-DCH) Sponsors

Subject: Revision to DCH Handbook Item 2210, Getting Started

Effective Date: Immediately

Purpose

REPLACE DCH Handbook Item 2210, Getting Started, to clarify for NEW sponsors that payment or reimbursement will not be made for administrative costs incurred or meals served prior to the date an agreement is executed with the Texas Department of Agriculture.

Implementation

Immediately

Procedure

Replace Item 2210, Getting Started, with the following:

After you have completed CACFP Day Care Home Program Management Training for Potential Contractors and submitted a copy of the training certificate to your assigned Food and Nutrition Field Operations Office (F&N FOO), you will receive an application. You must complete and return the application to your F&N FOO. You will provide information about your organization and your plan to manage program operations. You cannot hire an outside source to complete the application on your behalf. Your F&N FOO can answer questions and provide technical assistance as you complete the application.

You should notify us immediately if your mailing address changes. This will ensure prompt delivery of the application and other program information. Delays in the application approval process could result in a loss of benefits. We will not issue any payment or reimbursement to NEW sponsoring organizations for costs incurred, or authorize meal reimbursements to their providers for meals served prior to the date we approve an agreement signed by an authorized representative.

If you submit an incomplete or incorrect application we will request in writing that you submit the information needed to complete the application. You will be given 30 days to submit the information. This due date cannot be extended. If you do not submit all of the required information within 30 days of the date on your notification letter, your application will be denied. However, you may reapply at any time.

You may operate similar CACFP programs such as day care homes, child care centers, and adult care centers at any one time. You will have a single agreement that includes all programs that you administer, but you will have to complete a separate application for each program.

This Policy Remains in Effect Until Further Notice
| **Procedure continued** | **Example:** If your organization sponsors both day care homes and child care centers (CACFP-CCC), you will have one agreement for the CACFP, but two separate applications and management plans: one for day care homes and one for child care centers. |
| **Contact** | If you have any questions please contact your Food and Nutrition Field Operations Office. |