POLICY ALERT

Date: October 23, 2007
Reference: # CACFP DCH 2008-2
To: Child and Adult Care Food Program-Day Care Homes (CACFP-DCH) Sponsors
Subject: Revision to Form H1530-A, Form H1534, Form H1537, Form H1539, Form H1542, Form H1548, Form H1658, Form H1659, Instructions to Form H1660, and Instructions to Form H4504
Effective Date: Immediately

Purpose

This Policy Alert notifies sponsors of the REVISED forms and instructions for:

- Form H1530-A, Daily Meal Production Record for Infants (Child Care Centers, Emergency Shelters, and Day Care Homes, and Instructions);
- Form H1534, Documentation of Claimed Costs – Meals Served, and Instructions;
- Form H1539, Day Care Home Meal Service Record, and Instructions;
- Form H1548, Application/Management Plan Change, and Instructions;
- Instructions to Form H1660, List of Eligible Federal/State Funded Assistance Programs (Tier II Day Care Homes); and
- Instructions to Form H4504, Income Standards for Determining Free and Reduced-Price Eligibility.

This Policy Alert REPLACES and REVISES the following form and instructions previously released under Policy Alert CACFP DCH 2006-21, Revised Forms – 2:

- Form H1659, Notice to Providers of Tier Determination, and Instructions.

This Policy Alert REPLACES and REVISES the following forms and instructions previously released under Policy Alert CACFP DCH 2006-19, Revised Forms:

- Form H1537, Application Between Sponsoring Organization and Day Care Home, and Instructions;
- Form H1542, Permanent Agreement Between Sponsoring Organization and Day Care Home Provider(s), and Instructions; and
- Form H1658, Documentation of Provider’s Tier Determination, and Instructions;

This Policy Alert also provides the procedures to be used in implementing the use of the revised Form H1537 and Form H1542 and Instructions.

Implementation

Immediately

continued

This Policy Remains in Effect Until Further Notice
Procedure

You must replace the corresponding forms and instructions in the Forms Section of your CACFP-DCH Handbook with the revised version listed below. Please destroy existing supplies of the listed forms and instructions with a version date different from the date indicated below.

Sponsors may submit Form H1537 and Form H1542 dated July 2006 or September 2007 for new providers being added under their sponsorship if the forms are signed and dated by both the sponsoring organization representative and the provider(s) through September 30, 2007. Sponsors must submit Form H1537 Form H1542 dated September 2007 for those forms signed by both the sponsoring organization representative and the provider(s) November 1, 2007 and ongoing. Forms signed November 1, 2007 and later that are submitted on any version of the Form H1537 and Form H1542 with a date other than September 2007 will be denied.

You may obtain a copy of the revised forms by accessing the Texas Department of Agriculture (TDA) website at www.snptexas.org, select “Continue to SNPTexas.org” and click on FND Forms in the menu on the left hand side of the page.

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Contact

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