POLICY ALERT

Date: November 5, 2008
Reference: # CACFP DCH 2009-04
To: Child and Adult Care Food Program-Day Care Home (CACFP-DCH) Sponsors
Subject: Alternate Proof of License/Registration
Effective Date: November 1, 2008

Purpose

NOTIFY sponsors that the Texas Department of Agriculture (TDA) is implementing the use of a print screen from the Texas Department of Family and Protective Services (DFPS) website as temporary proof of license/registration for providers.

Procedure

Sponsors submitting documentation to add new providers to their sponsorship must submit a complete and correct packet which includes:

- Form H1537, Application Between Sponsoring Organization and Day Care Home;
- Form H1542, Permanent Agreement Between Sponsoring Organization and Day Care Home Provider(s);
- Form H1658, Documentation of Provider’s Tier Determination; if the provider qualifies as Tier I; and
- A copy of the provider’s license/registration.

A sponsor may submit a print screen from the DFPS website as temporary proof of license/registration for a provider, if the provider has not yet received their license/registration from DFPS. The print screen can only be used temporarily and the copy of the license/registration must be submitted to TDA immediately upon receipt. Sponsors who do not receive a copy of the license from their sponsored facility must contact that facility or DFPS within 3 months of submitting the print screen to TDA to obtain the license or obtain a status on the license.

To access the DFPS website and obtain a print screen follow the instructions below:

Log on to www.dfps.state.tx.us.
Select “Child Care Licensing” from the menu on the left hand side of the screen.
Select “Search Texas Child Care” from the menu on the left hand side of the screen.
Select “Search for a Day Care” from the selections in the middle of the screen.
Enter applicable information and print the results.

continued

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

Sponsors may also use a print screen for *licensed* day care homes that have changed location but have not yet received their new license, as long as the print screen has the address of the new location.

Under these circumstances, the provider would continue to be eligible to claim meals. If the address has not been updated and the print screen still has the old address, the provider would not be eligible to claim meals. The print screen can only be used temporarily and the copy of the license must be submitted to TDA immediately upon receipt. Sponsors who do not receive a copy of the license from their sponsored facility must contact that facility or DFPS within 3 months of submitting the print screen to TDA to obtain the license or obtain a status on the license.

Attached is a sample of what the print screen would look like. The print screen must have the DFPS’ logo and name at the top. When printed, the copy may have the web address and date at the bottom of the page, depending on the settings of your printer.

TDA staff will be verifying the information submitted by the sponsor and if TDA determines that the print screen provided is not from the DFPS website, or has been altered by the sponsor, the sponsor will be placed in the Serious Deficiency Process for falsifying government records.

**Contact**

If you have any questions please contact your Food and Nutrition Field Operations Office.
ARCHIVE