POLICY ALERT

Date: February 1, 2009

Reference: # CACFP DCH 2009-08

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

Subject: Faxing Forms H1537, Application Between Sponsoring Organization and Day Care Home, H1542, Agreement Between Sponsor and Day Care Home Provider, and Form H1603, Changes in Day Care Home Participation

Effective Date: February 1, 2009

Purpose

NOTIFY sponsors that the Texas Department of Agriculture (TDA) Food and Nutrition Division (FND) will now be accepting faxed forms H1537, H1542 and H1603.

Implementation

February 1, 2009

Procedure

When enrolling a day care home or making changes to day care home participation (i.e., changes in meal service times), sponsors may fax completed Forms H1537, H1542 and H1603 as long as the following conditions are met:

- Forms must be signed with original signatures. Using “signature on file” is not sufficient to demonstrate that the sponsor representative and/or provider signed the forms, certified that the information contained is true and correct, and agreed to all terms and conditions.
- Forms must be legible and come through the fax in their entirety. Faxing copies is discouraged as copies tend to be harder to read and, if copied incorrectly, can cut off parts of the text. A faxed form that cannot be read will be considered incomplete or incorrect and will delay approval and reimbursement.
- Sponsors must keep the originals of faxed documents in their program files and available for review upon request.
- Sponsors must adhere to record keeping requirements.
- Sponsors should follow up faxed submissions with a phone call to verify receipt of faxed documents. A fax confirmation will not suffice as proof that the fax was received.

Note: All handbook and forms instruction will be revised to reflect this change in your next regularly scheduled handbook revision and as forms and instructions are revised.

Contact

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

This Policy Remains in Effect Until Further Notice