Date: January 25, 2010

Reference: # CACFP DCH 2010-06

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

Subject: Governing Body Awareness

Effective Date: Immediately

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**Purpose**

REPLACE CACFP-DCH Handbook Item 2152, *Governing Body Awareness*

ADD CACFP-DCH Handbook Item 11160, *Sample Governing Body Awareness Form*

The documentation requirements for governing body awareness are being revised to allow submission of a copy of minutes taken at an official meeting to be signed by the Secretary of the Board, as well as allow a combination of both the meeting minutes and/or a written declaration by a member or members of the board who are not present at the official meeting.

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**Implementation**

Immediately

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**Procedure**

Replace Item 2512 with the following:

You must submit documentation that your governing body is aware of the responsibilities and liabilities of participating in the CACFP. You must include this in your initial application and each subsequent application (renewal or update), and whenever changes occur in the members of your governing body. Acceptable documentation includes, but is not limited to:

- A copy of the minutes taken at an official meeting of your governing body that documents its decision to participate in the CACFP and is signed by the Secretary of the Board; and/or
- A written declaration by each member of your governing body that states they are aware of CACFP responsibilities and liabilities.

**NOTE:** If all Board Members are not present at the official meeting, a copy of the minutes as well as a written declaration from the member/members not present may be submitted together to document Governing Body Awareness.

continued

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

You must maintain and submit a list of governing body members with the following information for each member:

- Full legal name;
- Complete home mailing address;
- Complete home street address, if different from mailing address;
- Phone number;
- Date of birth;
- Relationship with any other member or employee of the organization; and
- Compensation, if any, that they receive for services provided to the organization.

You must maintain and submit, upon request, the minutes of the governing body meetings. The minutes must include the:

- Date of the meeting;
- Items discussed, including action taken on each;
- Names of all governing body members who were present; and
- Names of all governing body members who voted on the action items.

**NOTE:** Governing body awareness does not apply to public institutions (such as Governmental, Military or Indian Reservations).

**Add the following to your CACFP-DCH Handbook**

**11160, Sample Governing Body Awareness Form**

The attached form will be added to the above Item in the Resources section of your CACFP DCH Handbook. You may use this form to document compliance with governing body awareness or you may use your own form of documentation.

**Contact**

If you have any questions please contact your Community Operations office.