**NOTICE**

**Date:** July 1, 2009  
**Reference:** # CACFP CCC 2009-07  
**To:** Child and Adult Care Food Program-Child Care Centers (CACFP CCC) Contractors  
**Subject:** Record-keeping Requirements for Sponsored Facilities

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**APPLIES TO SPONSORING ORGANIZATIONS AND SPONSORED FACILITIES ONLY**

| Purpose | It has come to the attention of the Texas Department of Agriculture (TDA) Food and Nutrition Division (FND) that there is confusion about the record-keeping requirements for sponsored facilities.  
| Sponsored facilities are required to maintain, on-site, program related documentation and records according to the record-keeping requirements outlined in the CACFP CCC Handbook. Sponsors must ensure their facilities are complying with record-keeping requirements.  
| The handbook sections related to record-keeping requirements will be revised to clarify this requirement during the next quarterly revision. |

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