NOTICE

Date: February 18, 2009
Reference: # CACFP DCH 2009-04
To: Child and Adult Care Food Program-Day Care Homes (CACFP DCH) Sponsors
Subject: Printing Food and Nutrition Division (FND) Forms

Purpose

It has been brought to the attention of FND that some contractors are experiencing difficulties when printing forms from our website at www.snptexas.org, such as the forms not being aligned correctly when printed.

FND posts numbered forms (for example, Form H4508, Certificate of Authority) for contractor use in both word and pdf format. If a contractor is having problems printing a numbered form in one format it is recommended the contractor try using the other format. The problems a contractor could experience might be due to the printer settings of the individual user's computer or printer. In these cases, the contractor would need to contact their Information Technology (IT) department or contact the support service for their specific type of software, hardware or printer.

FND provides unnumbered sample forms in Section 11000, Resources, of your program handbook in word format only. If a contractor is unable to print these forms correctly it is recommended the contractor copy and paste these forms into another word document and format them in a way that would work with their current printer settings.

Although FND is committed to helping contractors operate a successful program, by providing the forms needed for use in our programs in multiple formats, we cannot correct individual user issues with software or hardware.

Contact

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