Date: May 1, 2010
Ref: # CACFP CCC 2010-11
To: Child and Adult Care Food Program-Child Care Centers (CACFP CCC) Contractors
Subject: Revised Forms H1548, H1604 and Instructions and Revised Instructions for Forms H1520 and H1521
Effective Date: Immediately

**Purpose**

REPLACE Forms:
- H1548, Application/Management Plan Change, and Instructions
- H1604, Changes in Child Care Facility Participation, and Instructions

REPLACE Instructions for Forms:
- H1520, Sponsoring Organization Monitoring Staff Information
- H1521, Eligibility of For-Profit Child Care Centers

**Implementation**

- H1604 and Instructions: May 1, 2010
- H1520 and H1521 Instructions; and H1548 Form and Instructions: Immediately

**Procedure**

Form H1604 and instructions: Through May 2010, contractors may use either the current Form H1604 dated December 2007 to use up existing supplies, or may use the new Form H1604 dated April 2010. However, effective June 1, 2010, contractors must use and submit to TDA only the Form H1604 dated April 2010. **NOTE:** Effective with this Policy Alert, only the Form H1604 and instructions dated April 2010 will be available on the TDA website at [www.snptexas.org](http://www.snptexas.org).

H1520 and H1521 Instructions; and H1548 Form and Instructions: The revised instructions to Forms H1520 and H1521; and the revised Form H1548 and instructions are effective immediately.

**Contact**

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

This Policy Remains in Effect Until Further Notice