

INSTRUCTIONS FOR PERMANENT AGREEMENT BETWEEN SPONSORING ORGANIZATION AND DAY CARE HOME PROVIDER(S)

Sponsoring Organizations (SO) must enter into an agreement with each day care home provider it wants to sponsor in the Child and Adult Care Food Program (CACFP). The SO and Provider(s) must enter into this agreement before the SO submits the provider application to TDA.

IDENTIFYING INFORMATION

Name of Sponsoring Organization (SO) – Enter the name of the contracting entity that has a contract with TDA to participate as a sponsoring organization in the CACFP.

Address of Sponsoring Organization – Enter the address of the sponsoring organization

CE ID – Enter the five-digit CE ID that has been assigned by the Texas Unified Nutrition Programs System (TX-UNPS).

Name of Day Care Home Provider(s) – Enter the name of the Provider exactly as it appears on the license/registration. If the license/registration lists more than one person, all persons listed must be entered here.

County Name – Enter the name of the county in which the day care home is located.

Physical Address of Day Care Home – Enter the physical address of the day care home.

Mailing Address of Day Care Home – Enter the mailing address of the day care home if different from the physical address.

Provider(s) Date of Birth – Enter the Provider's date of birth. If the license/registration lists more than one person, enter the date of birth for each person listed and identify for whom it belongs.

RIGHTS AND RESPONSIBILITIES OF THE SPONSOR

Review this information with the Provider(s). Ensure the Provider(s) understand the terms and conditions.

RIGHTS AND RESPONSIBILITIES OF THE PROVIDER(S)

Review this information with the Provider(s). Ensure the Provider(s) understands the terms and conditions.

TERM AND TERMINATION

Enter the beginning effective date of the agreement. If the day care home is transferring to the SO during the open enrollment period the effective date can be no earlier than October 1. If the day care home is transferring to the SO after receiving a good cause exception from TDA the effective date can be no earlier than the date specified by TDA in the transfer approval letter.

Ensure the Provider(s) understand that the agreement can be terminated by mutual consent with 30 days written notice of either party. Explain that the agreement will be terminated for cause if the Provider is placed in serious deficiency and fails to fully and permanently correct the noncompliance(s).

CERTIFICATION

Read the Certification Statement. Both the SO representative and the Provider(s) must sign the agreement certifying the information is true and correct. If the license/registration lists more than one person, all persons listed must sign the agreement.

Both the SO and Provider(s) must have a copy of the agreement and it must be available for TDA upon request.
