

**INSTRUCTIONS FOR
PERMANENT AGREEMENT BETWEEN SPONSORING ORGANIZATION
AND ADULT DAY CARE SITE**

Sponsoring Organizations (SO) must enter into an agreement with each unaffiliated site it wants to sponsor in the Child and Adult Care Food Program (CACFP). The SO and site must enter into this agreement before the SO submits the site 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 Adult Day Care Site – Enter the name of the adult day care site as it appears on the license/certification or articles of incorporation/certificate of formation/assumed name certificate.

Physical Address of Adult Day Care Site – Enter the physical address of the site.

County Name – Enter the name of the county in which the site is located.

Mailing Address of Adult Day Care Site – Enter the mailing address of the site if different from the physical address.

RIGHTS AND RESPONSIBILITIES OF THE SPONSOR

Review this information with the site representative. Ensure the site representative understands the terms and conditions.

RIGHTS AND RESPONSIBILITIES OF THE ADULT DAY CARE SITE

Review this information with the site representative. Ensure the site representative understands the terms and conditions.

TERM AND TERMINATION

Enter the beginning effective date of the agreement. If the site is transferring to the SO during the open enrollment period the effective date can be no earlier than October 1. If the site 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 site representative understands 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 site 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 adult day care site representative must sign the agreement certifying the information is true and correct.

Both the SO and site must have a copy of the agreement and it must be available for TDA upon request.
