

## **ACKNOWLEDGEMENT BY SPONSORED ADULT DAY CARE SITE**

Whereas, \_\_\_\_\_an Adult Day Care (ADC) Site entered into an agreement with \_\_\_\_\_ (“Sponsoring Organization”) a Child and Adult Care Food Program (CACFP) sponsor of ADC’s on \_\_\_\_\_, which included a provision for the Sponsoring Organization to retain up to 15% of CACFP reimbursement for allowable administrative costs. On \_\_\_\_\_ the Texas Department of Agriculture (TDA) approved Sponsor’s request to retain up to \_\_\_of CACFP reimbursement for allowable administrative costs.

\_\_\_\_\_acknowledges, by the signature of a representative below that upon TDA’s approval of Sponsoring Organization’s request to retain more than 15% of CACFP reimbursement it was informed that it had the following options:

- 1) Execute an amendment to its Permanent Agreement with the Sponsoring Organization allowing Sponsoring Organization to retain more than 15% of CACFP reimbursements;
- 2) Terminate its Permanent Agreement with the Sponsoring Organization and apply to participate in CACFP directly with TDA.
- 3) Request a “good cause” transfer through TDA to transfer to another Sponsoring Organization.
- 4) Terminate its Permanent Agreement with the Sponsoring Organization and apply with another Sponsoring Organization during the open enrollment period, which runs from June 1 through September 30.

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**Signature of Representative of Adult Day Care Site**

**AMENDMENT #1 TO PERMANENT AGREEMENT BETWEEN SPONSORING ORGANIZATION AND ADULT DAY CARE SITE**

Whereas, \_\_\_\_\_ (Name of Sponsoring Organization) and \_\_\_\_\_ (Name of Adult Day Care Site) entered into a Permanent Agreement on \_\_\_\_\_, for participation in the Child and Adult Care Food Program (CACFP). The Permanent Agreement, provision six (6), Sponsor's Rights and Responsibilities states that it will not retain more than 15% of CACFP reimbursement (excluding cash-in-lieu) of allowable administrative costs.

Whereas, the Sponsoring Organization requested to retain an amount exceeding 15% for allowable administrative costs, and received approval on \_\_\_\_\_ (date of approval), from the Texas Department of Agriculture (TDA) Food and Nutrition (F&N), to retain up to \_\_\_\_\_ (percentage approved by TDA) effective \_\_\_\_\_ (month/year).

The Sponsoring Organization and Adult Day Care Site agree to amend provision six (6), Sponsor's Rights and Responsibilities to allow Sponsor to retain the approved percentage of CACFP reimbursement (excluding cash-in-lieu) for allowable administrative costs.

All other terms and conditions of the Permanent Agreement remain in full force and effect.

Accepted and Agreed:

\_\_\_\_\_  
Name of Sponsoring Organization

\_\_\_\_\_  
Name of Adult Day Care Site

\_\_\_\_\_  
Signature of Authorized Rep. of Sponsoring Organization

\_\_\_\_\_  
Signature of Representative of Adult Day Care Site

\_\_\_\_\_  
Date of Signature of Authorized Rep. of Day Sponsoring Organization

\_\_\_\_\_  
Date of Signature of Representative of Adult Care Site