

COMMUNITY NUTRITION conference

Visit Prior to Approval

Documentation to have readily available at your site for a VPA:

- ✓ Attendance Records
- ✓ Bank Statements (current 3 months)
- ✓ Compensation Policy
- ✓ Complaint Procedures
- ✓ Eligibility Determinations
- ✓ Enrollment Forms
- ✓ General Ledger
- ✓ Health Permits
- ✓ Health & Safety Inspections
- ✓ Invoices/Receipts
- ✓ Lease Agreements
- ✓ Meal Counts
- ✓ Meal Production Records
- ✓ Menus
- ✓ Procurement Policy
- ✓ Standards of Conduct Policy
- ✓ Time Distribution Reports
- ✓ Training Records

❖ Note this list is not all inclusive

How can you prepare to become a SUCCESSFUL Contracting Entity?

- Know the Child and Adult Care Food Program (CACFP) / Summer Food Service Program (SFSP)
- Know your responsibilities as a Contracting Entity or Sponsor
- Know the CFR, as applicable to program participation
- Know TDA Handbook(s), as applicable
- Seek **continuous** assistance from your local Education Service Center

Available Resources:

- USDA Food & Nutrition Service: <https://www.fns.usda.gov/>
- TDA CACFP Handbook: <http://www.squaremeals.org/Programs/ChildandAdultCareFoodProgram/CACFPPolicyandHandbook.aspx>
- TDA SFSP Supplemental Handbook: <http://www.squaremeals.org/Programs/SummerFeedingPrograms/SummerFeedingPolicyandHandbooks.aspx>
- Internal Revenue Service <https://www.irs.gov/>
- Education Service Center
- Local Health Authority



Food and Nutrition Division | Program/Initiative Name



TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

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