



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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