February 3, 2009

MEMORANDUM

TO: Child and Adult Care Food Program Administrators  
(Afterschool Snack Programs)

FROM: Mary A. Young, Program Manager  
Child and Adult Care Food Program

SUBJECT: Program Closure / Change Form, CACFP Policy 09-01

It is a requirement that participants of the Afterschool Snack Program, a component of the Child and Adult Care Food Program, notify our office if their organization and/or any of their sponsored site(s) are going to be closed during normal business hours. In addition, it is also a requirement that once an organization and/or sponsored site is approved, any changes made to the meal service times and dates of operation, must be communicated to the South Carolina Department of Social Services office prior to claiming for the snacks served during those times and dates.

In an attempt to help organizations communicate this information to our office, we have developed a Program Closure/Change Form. The attached form is to be completed and faxed to the South Carolina Department of Social Services’ CACFP office prior to any closure dates and prior to making any changes to the organization or site’s meal service time and or dates of operation. Normally such changes would be reported on the Site Information Sheet; however, until the Site Information Sheet is revised, the Program Closure/Change Form should be used by all Afterschool Snack Programs.

If you have any questions concerning this policy memo, please contact the Afterschool Snack Program staff at (803) 898-0959.

Attachment: ASP Program Closure/Change Form