

Child and Adult Care Food Program Certification of Organization “Principals”

Federal regulations require institutions participating in the CACFP to assure that individuals working in key positions in their institutions do not have any background that would indicate a lack of business integrity. These key positions or “principals” include board members, managers, and supervisors.

- Distribute this letter and certification form to all board members, managers, and supervisors.
- Keep completed certification forms on file.

Dear _____:

Our institution participates in the Child and Adult Care Food Program (CACFP). The CACFP, administered by the United States Department of Agriculture (USDA), provides federal funds to serve nutritious meals and snacks.

USDA regulations require institutions participating in the CACFP to meet several regulatory requirements. Some of these requirements are specific to the individuals in key positions in the institution. These key positions or “principals” include board members, managers, and supervisors. These requirements include:

- The certification of the organization and its principals concerning past performance and criminal conviction. Identifying information (date of birth) for “principals” must be provided.
- Certifications must attest to the performance of the organization and its principals during the preceding seven (7) years.
- Certifications must elicit information about **business-related criminal convictions**. Please note that criminal convictions do not include civil judgments or indictments that did not result in convictions. Business-related offenses include fraud, forgery, theft, making false statements, claims falsification, destruction of records, bribery, and embezzlement, receiving stolen property, obstruction of justice, and antitrust violations.

The following form provides a method for us to collect the required information and signatures from program “principals.” Please complete and return the form as soon as possible.

Thank you for your cooperation.

Sincerely,

Name of Executive Director

Date Signed

Child and Adult Care Food Program Certification of Organization “Principals”

Please **complete** the following if during the past seven years you were employed as a supervisor or manager by any public or private organization that participated in a publicly-funded program (any program funded wholly or in part by federal, state, or local dollars), or if you were a member of a governing board or similar body of any public or private organization that participated in a publicly-funded program.

Name of organization	Name of program	Job title	Years employed

Circle one answer for each of the following:

- I have/have not been a principal in an organization participating in a publicly-funded program that has been ruled ineligible as a result of violating that program’s requirements during the past seven years.
- I have/have not been convicted of a business-related offense during the past seven years.
- I am/am not on the Child and Adult Care Food Program’s (CACFP) National Disqualified List.
- I was placed on the CACFP National Disqualified List on _____.

Complete the following if you hold any of the following positions in an organization participating or applying to participate in the CACFP:

- The chairman of the board of a nonprofit institution; or
- The chairman of the governing board of a public or quasi-public entity; or
- The owner of a proprietary business; or
- The manager or president of a corporation or a Limited Liability Corporation; or
- The executive director, or comparable director of operations, of the CACFP in a private nonprofit, proprietary, or public institution applying to participate in CACFP; or
- Any other supervisory or management position within the organization

Full legal name:	
Date of Birth:	Business Address:

Signature

Date