

GOVERNING BODY AWARENESS

In accordance with Child and Adult Care Food Program (CACFP) policy, we are submitting the following documentation that confirms our organization's governing body is aware of the organization's responsibilities and liabilities associated with participation in the CACFP.

Organization: _____

Governing Body Meeting Minutes

Attached is a copy of the organization's meeting minutes signed by the Secretary of the Board. The minutes include (1) Date of the meeting, (2) Items discussed, including the decision to participate in the CACFP, (3) Names of all Board Members present at the meeting, and (4) Names of all Board Members who voted on the action items.

Written declarations from each Governing Body Board Member

Attached are written declarations from Board Members acknowledging that they are aware of the organization's responsibilities and liabilities associated with participation in the CACFP.

Governing Body Meeting Minutes and Written declaration(s) from Governing Body Board Member(s)

Attached are the organization's meeting minutes signed by the Secretary of the Board, and written declaration(s) from Board Members not present at the meeting for which the notes are attached, acknowledging that they are aware of the organization's responsibilities and liabilities associated with participation in the CACFP. The minutes include (1) Date of the meeting, (2) Items discussed, including the decision to participate in the CACFP, (3) Names of all Board Members present at the meeting, and (4) Names of all Board Members who voted on the action items.

GOVERNING BODY MEMBER

Name of Organization: _____

Name of Governing Body Member: _____

Home Street Address: _____
(If different from mailing
Address provided in TX-UNPS) _____

Relationship with any other member or employee of the organization; and compensation, if any, that you receive for services provided to the organization:

Written Declaration:

As a member of the governing body of this organization, I am aware of the organization's responsibilities and liabilities associated with participation in the CACFP as detailed in the Code of Federal Regulations, Texas Administrative Code, CACFP Handbooks and any additional instruction or guidance issued by the Texas Department of Agriculture.

Signature of Governing Body Member: _____

Date of Signature: _____