



Computer Software Agreement for Operators of the Child and Adult Care Food Program

Sponsor Name: _____ CTD#: _____

Site Name(s): _____

This Agreement is between _____ and the Arizona Department of Education (ADE) Health and Nutrition Services (HNS). By completing this Agreement and submitting it to ADE, the Sponsor is requesting permission to use _____ to track the attendance of its participants and/or meal counts to be claimed for reimbursement under the Child and Adult Care Food Program (CACFP). The Sponsor will not use the above-mentioned software for attendance or meal count records until this Agreement is approved by ADE HNS. A copy of the approved Agreement must be maintained in the Sponsor's permanent records.

Attendance Records: Select one of the following:

Daily digital records (pin, etc.) accompanied by a weekly hardcopy signed record will be used.

Fingerprint recognition attendance records will be used.

Other (Describe): _____

Describe the procedure used to record attendance if the computer software program cannot be used: (i.e. What if the software is down temporarily? What if you are using fingerprint recognition software yet another authorized individual is picking up/dropping off a participant?)

Point of Service Meal Counts: Select one of the following:

Point of Service Meal Counts will be completed hardcopy in the classroom.

Describe the procedure used to reconcile differences between the computer software and the Point of Service Meal Counts.

Point of Service Meal Counts will be taken digitally in each classroom.

Describe the procedure used to record meal counts if the computer software program cannot be used:

Required Attachment(s): Attach samples of all computer software program reports that will be used to record attendance and/or point of service meal counts.

By completing this agreement, the Sponsor hereby provides assurance that in using a computer software program, attendance records will be maintained for all participants, meal counts submitted for reimbursement will be taken at the point of service based on the number of creditable meals served and not on attendance, digital records will be made available hardcopy upon request, and the Sponsor will notify the ADE prior to any change in software system or meal count procedure.

Printed Name of Authorized Signer

Authorized Signature

Date