

Outside Employment Policy

As a recipient of Child and Adult Care Food Program (CACFP) reimbursement, it is the policy of this Institution _____ to ensure that

Name of Institution

all employee labor costs charged for the conduct of CACFP operations is carried out under the assurance that any outside employment does not interfere with or lend the appearance of conflict of interest regarding the assigned CACFP duties and responsibilities (§226.6(b)(16)).

In the event that a determination is made by the Institution or the Department of Education (DOE) to the contrary, the institution shall implement restrictions of said outside employment constituting a real or apparent conflict of interest. Determination will be made after a review of the employee's duties, responsibilities and labor cost allocation charged against the CACFP reimbursement.

Print Name: _____

Signature: _____
Executive Director

Date: _____

Print Name: _____

Signature: _____
Board President (For non-profit institutions only)

Date: _____

Print Name: _____

Signature: _____
CACFP Director/Owner

Date: _____

Print Name: _____

Signature: _____
Primary CACFP Contact

Date: _____