**CACFP Regulations Regarding the**

**Limits on Outside Employment - For Sponsoring Organizations**

A policy is required to limit the outside employment of CACFP employees. The policy must restrict other employment by CACFP employees that may interfere with their CACFP program responsibilities. There can be outside employment, but the employment may not interfere with CACFP responsibilities and the employment may not be a real/apparent conflict of interest.

Examples of real or apparent employment conflict

* —the sponsor’s cook also runs the produce farm where all the centers/providers buy their produce.
* --- a teacher is budgeted to work one hour everyday for CACFP as a point of service counter, however, timecards indicate that she is off during the lunch hour on three days a week to run the centers after school program that requires her to start at 11:30am those three days.
* ---the Executive Director has identified that four hours per day/per week are charged to CACFP as her contribution to its management. However, upon looking carefully, it is noted that she is out of the office on Fridays because she has flex time and is not in on Fridays. This would be fine if she had adjusted her workload, but when she changed to flex time the work that was done for CACFP on Friday did not get transferred to another day.

Sponsoring Organizations may adopt the following “Sample Outside Employment Policy”. If the sample policy is used, please place the policy on the Institution’s letterhead and sign and date the form. Or, if the policy is incorporated into the Institution’s personnel policy handbook, please hi-light this section of the handbook when it is submitted with this application.

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*(Must be on organization letterhead)*

**SAMPLE**

**OUTSIDE EMPLOYMENT POLICY**

**For new sponsors or to revise previous policy**

No *(Place your Sponsoring Organization’s Name Here)* employee with responsibilities and duties for the Child and Adult

Care Food Program shall have other employment that interferes with the completion of those CACFP responsibilities and

duties. In addition, any other employment may not constitute a real or apparent conflict of interest with the CACFP.

Any employee having or considering outside employment will seek approval from the director of (*Place your Sponsoring*

*Organization’s Name Here).*

Signature

Title

Date

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Reviewed August 2023

[USDA Nondiscrimination Statement | Food and Nutrition Service](https://urldefense.com/v3/__https:/www.fns.usda.gov/civil-rights/usda-nondiscrimination-statement-other-fns-programs__;!!Oai6dtTQULp8Sw!QkRyajDmRUkECXL6LrycazcGSyIJtyEfNq-0vEBT1notxs2ftGSnWaDgqQo2P9Vci9DsU23UmDMWpcnfTeJdTzIL5gZyh1_L4rZ0$)

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA’s TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: [https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf](https://urldefense.com/v3/__https:/www.usda.gov/sites/default/files/documents/USDA-OASCR*20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf__;JQ!!Oai6dtTQULp8Sw!QkRyajDmRUkECXL6LrycazcGSyIJtyEfNq-0vEBT1notxs2ftGSnWaDgqQo2P9Vci9DsU23UmDMWpcnfTeJdTzIL5gZyh1Ofy1jK$), from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant’s name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:** U.S. Department of Agriculture  
    Office of the Assistant Secretary for Civil Rights  
    1400 Independence Avenue, SW  
    Washington, D.C. 20250-9410; or
2. **fax:** (833) 256-1665 or (202) 690-7442; or
3. **email:**[Program.Intake@usda.gov](mailto:Program.Intake@usda.gov)

This institution is an equal opportunity provider.

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Reviewed August 2020