



DEPARTMENT OF EDUCATION

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Delaware Child and Adult Care Food Program (CACFP) OUTSIDE EMPLOYMENT POLICY FOR SPONSORING ORGANIZATIONS

All sponsoring organizations must submit an outside employment policy. The policy is intended to restrict employees from participating in outside employment that interferes with their performance of CACFP-related duties and responsibilities, including outside employment that constitutes a real or apparent conflict of interest. For example:

- A person at a CACFP sponsoring organization in charge of evaluating vended meal contracts cannot work part-time as bookkeeper for one of the vendors that could supply the meals to sites.
- A person at a CACFP sponsoring organization cannot bill the CACFP for working from 8 am to 5 pm each day if the person is working another job during those hours.

Should an employee's outside employment violate any of the conditions mentioned above, the employee's CACFP-related work must be reassigned immediately. **This person cannot be assigned any CACFP related tasks until the outside employment is terminated.** **Below is a sample Outside Employment Policy, which can be copied onto your agency's letterhead.** If you choose to submit another policy, please ensure that it specifically mentions the CACFP.

No employee with responsibilities and duties for the Child and Adult Care Food Program (CACFP) shall have any other employment outside of (***Insert Sponsoring Organization***) that interferes with the completion of CACFP responsibilities and duties. In addition, any employment outside of the CACFP responsibilities and duties 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 (***Insert Sponsoring Organization.***).

Name: _____ Date: _____

Signature: _____ Title: _____

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To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter 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;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

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