

## Substitutions Form

During these Difficult times Sites are finding it difficult to procure Products or materials to maintain compliance with CACFP requirements. Thankfully USDA and TDA has authorized CE to allow certain sites to waive temporary compliance.

PCCPA and our sites MUST verify that they maintain proper documentation at all times. The below Form must be completed and submit to us PRIOR to use, so that we can receive authorization for waiving compliance.

Please note that you must show that you have tried to work on maintaining compliance by going to AT LEAST 2 stores PRIOR to authorizing a substitution form request.

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**Site Name:** Name of your organization/entity

**Store 1 Name :** The first store where you were UNABLE to find compliant meal component product

**Store 2 Name:** The 2nd store where you were UNABLE to find compliant meal component product

**Food Component Needed;** The CACFP meal component you were unable to find.

**Amount Needed:** The measurable quantifiable Amount that site needs to purchase

**Date Substitution is planned for:** The date you plan to need/use the product.

**Meal(s) Substitution is planned for:** The meal time you plan to use the substitute for ( ex: breakfast, AM Snack, Lunch, ect )

**Substitution(s) Purchased:** What was purchased to substitute a CACFP compliant meal. Please keep in mind Substitution must be within the same category. For Example if you were unable to Purchase 1% milk then you must purchase a milk like product ( 2% milk, whole Milk, Soy Milk, etc)

**Amount Purchased:** Here site should document the quantifiable amount purchased.

**Date Substitution was actually served:** Site Should document date that the traditionally non compliant meal component was given to qualified participant.

**Meal(s) Substitution was actually served:** Meal times that the traditionally non-compliant meal component was given to qualified participants

**Action take :** Here site will explain the actions taken/or what they tried to do to maintain compliance within CACFP regulations. Create a quick story of actions.

# Substitutions Form

TDA has allowed a wavier for foods and milk to be substituted if the correct item cannot be found when shopping for groceries. The food and milk items you purchase must be in the same food groups that you cannot find. This must be done every time you try to shop for groceries and cannot find what you're looking for. You must attempt two different grocery stores before you can buy a substitute.

If you have already sent us this information, but it did NOT contain what we have listed below, then please fill out the form and submit it with your claim receipts. You need to have a food receipt for the item you purchased as the substitute.

<b>Incident 1</b>	Employee	Date
	Store #1 Name	Store #2 Name
	Food Component Needed	Amount Needed
	Date (s) Substitution is planned for	Meal(s) Substitution is planned for
	Substitution(s) Purchased	Amount Purchased
	Date (s) Substitution was actually served	Meal(s) Substitution was actually served

**Action Taken:** \_\_\_\_\_  
 \_\_\_\_\_

<b>Incident 2</b>	Employee	Date
	Store #1 Name	Store #2 Name
	Food Component Needed	Amount Needed
	Date (s) Substitution is planned for	Meal(s) Substitution is planned for
	Substitution(s) Purchased	Amount Purchased
	Date (s) Substitution was actually served	Meal(s) Substitution was actually served

**Action Taken:** \_\_\_\_\_  
 \_\_\_\_\_

<b>Incident 3</b>	Employee	Date
	Store #1 Name	Store #2 Name
	Food Component Needed	Amount Needed
	Date (s) Substitution is planned for	Meal(s) Substitution is planned for
	Substitution(s) Purchased	Amount Purchased
	Date (s) Substitution was actually served	Meal(s) Substitution was actually served

**Action Taken:** \_\_\_\_\_  
 \_\_\_\_\_