

**POLICY BULLETIN
CHILD NUTRITION PROGRAMS**

CCC 07-07

February 15, 2007

SUBJECT: ADMINISTRATIVE MANUAL REPLACEMENT AND INSTRUCTIONS

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The Child and Adult Care Food Program administrative materials binders for Child Care Centers have been reorganized and condensed from three volumes to one, not including separately published supplementary materials.

From among the three volumes (three-ring binders) select one with the widest spine. Discard the others including their contents. Using the remaining binder:

1. Discard the contents
2. Remove the cover and spine labels from under the plastic shield
3. Insert the new cover (dated 2007) and spine label under the plastic shield
4. Put all of the enclosed materials in the binder

This is your new Administrative Manual for operation and administration of the Child and Adult Care Food Program.

As you receive new Policy Bulletins in the future, add them sequentially to your Manual under the tab labeled Bulletins. Similarly, if new forms are developed and distributed, originals should be added under the Forms tab so there is always a clean copy available for reproduction. Please note that some of the tab sheets include useful information such as lists of publications and internet web sites.