



1900 Kanawha Boulevard, East, Building 6 • Charleston, WV 25305
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July 26, 2023

Child and Adult Care Food Program (CACFP) Sponsors

Outside Employment Policy

Federal regulations require that all sponsoring organizations submit an outside employment policy to the State Agency. Sponsors were previously notified of this requirement in the attached memorandum. For sponsors applying to participate in the CACFP after the memorandum was mailed, notification of this requirement was provided at the new applicant training as well as part of the pre-approval process provided by West Virginia Department of Education (WVDE) Office of Child Nutrition (OCN) staff.

A review of your sponsor file indicates that no Outside Employment Policy was submitted. Please send a copy of your policy to the OCN. If you do not currently have a policy, a sample has been enclosed to assist you in developing one.

Please send this information within **thirty (30) calendar days** of receipt to the following address:

WVDE, Office of Child Nutrition
Building 6, Room 750
1900 Kanawha Boulevard, East
Charleston, West Virginia 25305
Attn: Tracy Sayre

If you have questions or need additional assistance, please Tracy Sayre at 558-3396. You may also reach her via email at: trcsayre@k12.wv.us. Thank you for your time and attention to this matter.

Sincerely,

Amanda Harrison, MA, Director
Office of Child Nutrition

AH/TS/ja

07262023jaTS_OutsideEmploymentPolicy

MEMORANDUM

To: CACFP Sponsors
Date: January 17, 2003
RE: **Outside Employment Policy**

The interim rule, Child and Adult Care Food Program; Implementing Legislative Reforms to Strengthen Program Integrity, requires that all sponsoring organizations submit an outside employment policy to their State Agency.

According to the regulation, the policy “must restrict other employment by employees that interferes with an employee’s performance of Program related duties and responsibilities, including outside employment that constitutes a real or apparent conflict of interest.”

If you currently have an existing Outside Employment Policy or a Code of Ethics that meets the requirement as stated above, please submit this information to the Office of Child Nutrition. Sponsoring organizations without such a policy need to develop an Outside Employment policy and submit it for review. Please send your policy to the WVDE, Office of Child Nutrition no later than February 28, 2003. This information will be maintained as part of your file.

Please call 304-558-3396 if you have additional questions.

ABC Sponsoring Organization
OUTSIDE EMPLOYMENT POLICY

No *ABC Sponsoring Organization* 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 *ABC Sponsoring Organization*.

Signature

Title

Date