North Carolina Department of Health and Human Services  
Division of Public Health  
Women’s & Children’s Health Section  
Nutrition Services Branch  
Special Nutrition Programs  
Child and Adult Care Food Program

Outside Employment Policy

No 1. __________________________________________ employee with Child
       (Name of Institution)

and Adult Care Food Program (CACFP) responsibilities and duties shall have other

employment within or outside 2. __________________________________________
       (Name of Institution)

that interferes with the completion of those 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.

3. ____________________________  4. ____________________________
   (Signature of Authorized Representative)   (Date)

5. ____________________________
   (Printed Name)

6. ____________________________
   (Title)
Instructions on Completing the
Outside Employment Policy

1. Name of Institution: Provide the name of the institution.
2. Name of Institution: Provide the name of the institution.
3. Signature: Provide the signature of the institution's authorized representative.
4. Date: Provide the date in which the form was signed.
5. Printed Name: Print the name of the person that signed the form.
6. Title: Provide the title of the person who signed the form.