

**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. _____
(Signature of Authorized Representative)

4. _____
(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 institutions 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.