



## COLORADO

Department of Public  
Health & Environment

Dedicated to protecting and improving the health and environment of the people of Colorado

**\*\*\* CDPHE-CACFP PROCEDURE MEMO CENTERS #15-09 \*\*\***

**\*\*\* CDPHE-CACFP PROCEDURE MEMO FDCH #15-09 \*\*\***

**\*\*\* CDPHE-CACFP PROCEDURE MEMO ADC #15-05 \*\*\***

DATE: April 29, 2015  
MEMO CODE: CENTERS #15-09, FDCH #15-09, ADC #15-05  
SUBJECT: Written Codes of Conduct and Performance of Employees Engaged  
in Award and Administration of Contracts  
TO: Child and Adult Care Food Program institution representatives

The Colorado Department of Public Health and Environment-Child and Adult Care Food Program (CDPHE-CACFP) received a policy memorandum (SP 09-2015, CACFP 03-2015, SFSP 02-2015) from the United States Department of Agriculture (USDA) pertaining to written codes of conduct and performance of employees engaged in award and administration of contracts. The USDA policy is included with this memorandum as an attachment.

As instructed in the USDA policy memorandum, CACFP institutions are required to develop and implement a written code of conduct including the elements described in the policy. The CDPHE-CACFP is required to review the written code of conduct during Program reviews and investigate any real or apparent conflicts of interest by employees involved in procurement.

Please contact the CDPHE-CACFP office if questions arise.

