

Area: Health Services

Subject: HS47 – Child Care Food Program – Household Contacts

Reference: 7CFR 226.6 (b)(1)(xvii)(B) and (2)(Vii)(B), 226.6 (m)(5), 226.15 (e), and 226.16 (b) and (h).

Policy: Institutions must have written program policies and procedures that assign responsibilities and duties for the CACFP.

Procedure:

1. During the monthly review of Child Outcomes Planning and Assessments (COPA) meal and attendance reports, the Program Accountant will determine if household contacts need to be conducted. Household contacts must be conducted if a center:
 - Claims a greater number of children at any meal than the number of children enrolled or in attendance.
 - Claims weekend or holiday meals when such meals are not substantiated by enrollment or attendance records.
 - Reports uniform meal counts on a consistent basis, while the meal counts may not always rise to the level of block claiming, they nevertheless raise suspicions about the providers' or centers' claiming practices.
 - Reports that one or more of the same children are never absent from care.
 - Records a consistently high number of children in attendance: however, the monitoring visits do not verify the high attendance figures, instead showing fewer children in care than is consistently reported.
2. If it is determined that a household contact must be made, the Program Accountant must notify the Coordinator, EC Programs), who will contact the households of enrolled children in order to verify the enrollment and attendance of the children in care and the specific meals that are routinely served to them.
3. The Coordinator will use the electronic database (COPA) to obtain family contact information.
4. The Coordinator will contact the household either by phone or in writing. If contact is made by phone, the COPA report – Child Daily Meal Count/Attendance/Absentee Report will be used. If contact is made in writing, the household contact letter and COPA report – Child Daily Meal Count/Attendance/Absentee Report will be used.
5. The Coordinator will submit household contact information to the Program Accountant, who will maintain documentation of all household contacts to verify compliance with the household contact regulation.

Supervised by: Coordinator, EC Programs, Project Accounting Supervisor

Performed by: Program Accountant, Coordinator, EC Programs

Forms needed: Household Contact Letter

Frequency: As needed