



**NEW JERSEY DEPARTMENT OF AGRICULTURE
DIVISION OF FOOD AND NUTRITION
CHILD AND ADULT CARE FOOD PROGRAM**

**Child and Adult Care Food Program
Household Contact Procedure
CACFP Sponsoring Organizations**

PURPOSE

The interim rule entitled “Child and Adult Care Food Program: Improving Management and Program Integrity set forth some new requirements for the Child and Adult Care Food Program. This interim rule requires that state agencies establish a household contact system for use by sponsors in their review of facilities, and by state agencies in its review of facilities as part of a sponsoring organization review. The purpose of this policy is to identify minimum requirements for conducting household contacts.

7 CFR 226.2 defines a **facility** as a sponsored center or a sponsored family day care home. This procedure applies to the state agency and sponsors of centers and family day care homes.

A household contact is one of many tools available to state agencies and sponsors when it becomes necessary to question an onsite monitoring review or a review of a claim. A single instance of an unsuccessful household contact does not automatically result in declaring the facility seriously deficient. Other “red flags” are usually identified and evident of serious deficiencies when reviewing claims and/or files.

Household contacts must be conducted when a facility displays actions that may be cause for “red flags” to include, but not limited, to the following:

1. Submission of false information.
2. Failure to maintain adequate records.
3. Claiming excess meals.
4. Claiming meals over license capacity.
5. Claiming meals on holidays.
6. Claiming unapproved meal types.
7. Claiming unapproved meals on weekends.
8. Parent complaints.
9. Review findings identified by the sponsor and/or the state agency.
10. Facility is implementing corrective action due to serious deficiency(ies).
11. FDC Provider is consistently unavailable.

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PROCEDURE

Household contacts must be documented. Surveys may be mailed or conducted by telephone. If serving households that do not speak English, ensure translators are available to assist with the survey. Any necessary action must be made based on the results of the survey. This action may include, but is not limited to the following:

1. If responses indicate that child(ren) reported in care are not in attendance or other discrepancies are noted in the report, notify the facility and initiate the corrective action process.
2. If you are not able to contact the household by telephone, and the mailed surveys are not returned, further follow-up is necessary. This may require an on-site visit to the household, as this may indicate a serious deficiency and corrective action must begin.
3. If the results of the survey indicate that the claims submitted are legitimate, no further action is required.

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