



The Claiming of Meals by Family Child Care Learning Homes Licensed by the State of Georgia, CACFP #12 (00-12)

LEGAL AUTHORITY

7 C.F.R. § 226.18(e), Bright from the Start Regulation 290-2-3-.01, Bright from the Start Regulation 290-2-3-.03(g and q), Bright from the Start Regulation, 290-2-3-.07(4), Bright from the Start Regulation 290-2-3.07(6), O.C.G.A § 20-1A-4(3)

I. PURPOSE

The purpose of this policy is to clarify which children may be claimed for meal reimbursement by family child care learning home providers under the Child and Adult Care Food Program (CACFP).

II. APPLIES TO

This policy applies to all family child care learning home providers and sponsoring organizations having program agreements with family child care learning home providers participating in the Child and Adult Care Food Program (CACFP).

III. DEFINITIONS

"Childcare Center" means any public or private nonprofit institution or facility (except day care homes), or any for-profit center, as defined in this section, that is licensed or approved to provide nonresidential child care services to enrolled children, primarily of preschool age, including but not limited to day care centers, settlement houses, neighborhood centers, Head Start centers and organizations providing day care services for children with disabilities. Child care centers may participate in the Program as independent centers or under the auspices of a sponsoring organization. (7 C.F.R. § 226.2)

"Family Child Care Learning Home" also known as a "day care home" means an organized nonresidential child care program for children enrolled in a private home, licensed or approved as a family child care learning home and under the auspices of a sponsoring organization. (7 C.F.R. § 226.2)

"For Pay" means the receipt of any good/services or monetary payment, including but not limited to, in-kind donations, payment received through Child and Parent Services (CAPS), tuition, from parents and/or relatives, stipend, or grant funds, or use of a barter system, in exchange for providing care to children enrolled in attendance in the family child care learning home.

"Informal Provider" means a person enrolled with the Department of Family and Children Services (DFCS) approved to provide childcare services to children receiving childcare subsidy through the CAPS program.

"License" means the document issued by the Department of Early Care and Learning (DECAL) to authorize the License Holder to whom it is issued to operate a Center or Family Child Care Learning Home (day care home) in accordance with the Child Care Learning Centers Family Child Care Learning Homes Rules and Regulations.

"Related" or "Related Children" means children that are related to the provider within the third degree of consanguinity or affinity by either blood or marriage (i.e., sons, daughters, grandchildren, nieces, nephews, first cousins), or under the legal guardianship, custody or state-regulated foster care of the provider.

"Sponsor" or "Sponsoring organization" means a public or private nonprofit organization that is responsible for administering the food program for one or more family child care learning home(s). (7 C.F.R. §226.2)

IV. POLICY

In accordance with 7 CFR § 226.18(e), reimbursement may not be claimed for meals served to children who are not enrolled to participate in the CACFP; who are not in attendance for meals served at the approved time; to children in excess of the family child care learning home's authorized license capacity, or for meals served to Provider's own children who are not eligible for free or reduced price meals.

A. Family Child Care Learning Home (Day Care Home)

Bright from the Start: Georgia Department of Early Care and Learning (DECAL) requires a valid license to operate a family child care learning home when there are three (3) or more un-related children enrolled for care under the age of 13 years old for less than 24 hours without transfer of legal custody.

Family child care learning homes may have a maximum of 12 children under the age of 13 in care provided that:

1. There are no more than six (6) children for pay, related or unrelated to the provider. If a family child care learning home cares for more than six (6) children for pay, it must be licensed as a child care learning center through DECAL's Child Care Services Unit; and
2. The total number of unrelated children in care at one time, for pay and not for pay, does not

exceed six* (6) children.

*Except that two (2) additional unrelated children, for pay or not for pay, may be present for care for up to two (2) hours per day upon prior written approval by DECAL's Child Care Services Unit.

B. Informal Providers

For purposes of CACFP meal services, informal providers may care for children provided that:

1. Children in care are under the age of 13 or children with disabilities up to the age of 18;
2. If the informal provider cares for children for pay, the total number of children in care cannot exceed six (6);
3. Of the children in care, no more than two (2) can be unrelated for pay;
4. If the informal provider cares for more than two (2) unrelated children for pay, at one time, the provider must be licensed through DECAL's Child Care Services Unit;
5. If the informal provider cares for more than six related children for pay, the provider must be approved must be licensed through DECAL's Child Care Services Unit; and
6. A maximum of six (6) children are allowed at the residence where care is provided.

Children in excess of these limits may not be claimed for reimbursement.

Informal Providers must:

1. Be at least 21 years of age;
2. Must not be included in the family unit;
3. Have a successful criminal records check;
4. Complete ten (10) hours of training which is task-focused in early childhood education or child development or subjects relating to job assignment is offered by an accredited college, university or vocational program or other DECAL approved source;
5. Provide evidence of completing CPR training for infants and toddlers prior to authorization of CAPS subsidy;
6. Complete pre-service orientation training within the first three months of enrollment;
7. Have a successful home inspection by the local licensing authority; and
8. Have a working fire extinguisher and smoke detector at the location where child care will be provided.

C. Record Keeping Requirements

In accordance with CACFP federal regulations 7 CFR 226 and DECAL's CACFP Policy #18, sponsoring organizations are required to collect and maintain all records to support family child care learning home eligibility, including but not limited to:

1. Valid license or approval as an Informal Provider;
2. Proof of tier classification;

3. Enrollment and attendance records of children in care;
4. Signed, notarized statements from parents or household guardians indicating care is provided for no pay or that the provider is related to the child in care;
5. Income eligibility statements for provider's own children indicating eligibility for free or reduced price meals; and
6. Daily meal services records to support eligibility for meal reimbursement.

D. Eligibility to Submit Monthly Claims

Only meals and snacks served to enrolled children that are in attendance during the meal service are eligible for CACFP reimbursement. Unrelated children must be in attendance during the meal service in order for meals served to related children (e.g., children enrolled for no pay or provider's own children) to be eligible for CACFP reimbursement.

V. PROCEDURES

Prior to submitting a claim, the provider and sponsoring organization shall review their records (i.e., attendance records, meal counts, and documentation used to determine income eligibility for the children being claimed) to ensure that only meals for eligible children are being claimed.

VI. COMMENTS

For questions concerning this policy, please contact the Policy Administrator at (404) 651-8193.