



Georgia Department of Early Care and Learning

**BRIGHT FROM THE START:
Georgia Department of Early Care and Learning**

Nutrition Services

POLICY	No.: CACFP/00-12	Effective Date: 6/1/2000
		Revised: 9/8/2016
		Revision Effective: 9/8/2016

SUBJECT: The Claiming of Meals by Family Child Care Learning Homes Licensed by the State of Georgia

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)

Cross Reference/See Also: DECAL Policy Memoranda, "Clarification of the Term Provider's Own," February 20, 2015 and "Informal Providers", August XX, 2016

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. DEFINITION(S)

"Family Child Care Learning Home" also know 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

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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.

"Related" or "Related Children" means children that are related to the provider within the second degree of consanguinity or affinity by either blood or marriage (i.e., sons, daughters, grandchildren, neices, 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.

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. At least two (2) of these children are both unrelated to the Family Child Care Learning Home Provider and are enrolled in care for pay;
2. The total number of children unrelated to the Family Child Care Learning Home Provider does not exceed six* (6) children; and
3. The total number of children in care for pay does not exceed six (6) children; regardless of the

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relationship to the Family Child Care Learning Home Provider.

*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.

Informal Providers

For purposes of CACFP meal services, informal providers may care for children under the age of 13 provided that:

1. Up to six (6) related children for pay, up to six (6) related children for no pay, or a combination of both are cared for at one time;
2. No more than two (2) unrelated children for pay are cared for at one time;
3. Unrelated children for no pay may be in care and claimed for reimbursement as long as the informal provider does not exceed the maximum number of children under the age of 13 in care and does not exceed six (6) related children for pay and two (2) unrelated children for pay.

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

Note: Informal providers caring for more than two (unrelated) children for pay at one time must be approved to operate a child care facility.

Informal Providers must:

1. Be at least 21 years of age;
2. Have a successful criminal records check;
3. Complete eight (8) hours of training of CAPS approved Health and Safety Training;
4. Obtain infant/toddler CPR certification within six (6) months of approval;
5. Have a successful home inspection by the local licensing authority; and
6. Have a working fire extinguisher and smoke detector at the location where child care will be provided.

Record Keeping Requirements

In accordance with CAFPP 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:

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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;
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.

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. PROCEDURE(S)

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

VI. COMMENT(S)

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