

Child and Adult Care Food Program Household Contact Requirements

Household Contact Requirements

Sponsoring organizations, as part of their monitoring of facilities, must comply with the household contact requirements 7 CFR 226.16(d)(5). Household contact means a contact made by a sponsoring organization or a State Agency to an adult member of a household with a child in care. The purpose of the contact is to verify the attendance and enrollment of the child and the specific meal service(s) the participant routinely receives while in care. The intent of the household contact system is to investigate potentially inflated meal counts or other questionable CACFP documentation.

Sponsoring organizations should contact households when one or more of the following situations occur:

1. Meal counts are inconsistent with attendance records.
2. Meal counts and attendance are not consistent with the information on the enrollment forms.
3. Information on the income eligibility forms is not current or has been altered in any fashion (e.g., white out, erased, etc.).
4. Records were completed in advance.
5. A large number of weekend, night, and/or holiday meals and snacks are claimed for reimbursement.
6. Prior day's meals counts are significantly higher than the attendance on the day of review without good reason (e.g., flu/sickness, vacation, field trip, etc.).
7. Discrepancies in recordkeeping and other various reasons that cause a sponsoring organization to question the claim.
8. The sponsoring organization received a complaint regarding meal claiming.
9. The sponsoring organization questions the validity of a provider's reimbursement claim.
10. Any other time deemed necessary by the sponsoring organization.



References

- CACFP CFR 7 226.6

Resources

- [OSPI CACFP webpage](#)
- [Monitoring for Sponsoring Organizations](#)
- [CACFP Requirements and Materials-Site Monitoring](#)
- [Annual Staff Training Requirements for Sponsoring Organizations](#)

Acronym Reference

- CNS- Child Nutrition Services
- CFR- Code of Federal Regulations
- CACFP- Child and Adult Care Food Program
- OSPI- Office of Superintendent of Public Instruction
- USDA- United States Department of Agriculture
- WINS- Washington Integrated Nutrition System