



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
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STATE SUPERINTENDENT

MEMORANDUM

DATE: August 20, 2025

TO: Child and Adult Care Food Program Organizations

FROM: Dr. Deanne K. Kelleher, RDN
Director, Office of Nutrition Services
State Child Nutrition Director

SUBJECT: Child and Adult Care Food Program (CACFP) Memo No. 3
Required Household Contacts Procedure for Sponsoring Organizations

Child and Adult Care Food Program (CACFP) regulations 7CFR 226.6(m)(5) and 226.16(d)(5) require sponsoring organizations (greater than one feeding site) to comply with household contact requirements established by the Michigan Department of Education (MDE).

7 CFR 226.2 defines a "household contact" as a contact made by a sponsoring organization or a state agency to an adult member of a household with a child in a childcare center, to verify the attendance, the enrollment of the child, and the specific meal service(s) which the child routinely receives while in care.

A sponsoring organization shall use the household contact procedure if the sponsor has reason to believe a sponsored center is claiming reimbursement for meals/snacks for children not in care. Red flags may include one or more of the following:

- A child is claimed every day with no absences for four or more months.
- A child is never absent except on the day of the site review.
- The center claims maximum capacity except on the day of the site review.
- The child enrollment forms appear to be completed or altered by the center without parental consent.
- A sponsor receives a complaint that a child is not in care, yet the center claims reimbursement for the child.
- Any other circumstances that would lead a sponsor to suspect a center has claimed reimbursement for children not in care.

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When a problem is identified, contact must be made by the sponsor to an adult household member of the child(ren) as soon as possible. The contact must be made by email, letter, or telephone to verify the attendance and enrollment of the child(ren) and the specific meal service(s) the child(ren) routinely receive while in care.

Documentation of the household contact must include the name of the child, name of the adult household member, date of contact, attendance of the child, meals/snacks routinely received by the child while in care, and name of staff conducting the household contact. Once the process is completed, the sponsor must analyze the results to determine if the information provided by the household contact supports the center's meal attendance/claim. If the information from the household contact does not support the center's claim for reimbursement, the sponsor must submit a downward claim amendment and determine what action will be taken against the center (such as staff training, technical assistance, and/or additional site visits).

A household contact procedure and process are tools available to sponsoring organizations when they need to examine questions raised by an onsite monitoring site review or by a review of a center's claim. A sponsor may also use additional unannounced reviews or a more detailed review of claims history to investigate the "red flag" triggered by a review or claim along with the household contact process.

For questions regarding this memo, contact the CACFP Office at MDE-CACFP@michigan.gov or 517-241-5353.