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DEPARTMENT OF EDUCATION  
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STATE SUPERINTENDENT

**MEMORANDUM**

Operational Memo #2

DATE: September 30, 2024

TO: Child and Adult Care Food Program Institutions

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

SUBJECT: Household Contacts

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

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, in order to verify the attendance, the enrollment of the child, and the specific meal service(s) which the child routinely receives while in care.

A sponsor shall use the household contact procedure if the sponsor has reason to believe a center is claiming reimbursement for meals/snacks for children not in care. Reasons 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 review
- The center claims maximum capacity except on the day of the 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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The household contact must be made by the sponsor to an adult household member of the children as soon as the problem is identified. The contact must be made by letter or telephone to verify the attendance and enrollment of the children and the specific meal service(s) the children routinely receive while in care.

Documentation of the 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 contact. The sponsor must analyze the results of the contact 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 claim amendment and determine what action will be taken against the center.

A household contact is one of many meaningful tools available to sponsors when they need to examine questions raised by an onsite monitoring review or by a review of a 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.

For questions regarding this memo, contact the CACFP Office at [MDE-CACFP@michigan.gov](mailto:MDE-CACFP@michigan.gov) or 517-241-5353.