



**North Carolina Department of Health and Human Services  
 Division of Public Health - Women's & Children's Health Section**  
 1914 Mail Service Center • Raleigh, North Carolina 27699-1914  
 Tel 919-733-2973 • Fax 919-733-1384

Michael F. Easley, Governor

Carmen Hooker Odom, Secretary

April 5, 2002

**CACFP 02- 10**

**MEMORANDUM**

**TO:** Sponsoring Organizations of Day Care Homes

**FROM:** Arnette Cowan, MS, RD, LDN  
 Head, Special Nutrition Programs Unit

**SUBJECT: Licensing/ Approval in Family and Group Day Care Homes in the Child and Adult Care Food Program (CACFP) - Claims from Effective Date, 26.06- 27**

State agencies and sponsoring organizations of family day care homes now have flexibility in approving homes for CACFP participation. When providers comply with all CACFP requirements, and receives a license/approval with an effective date earlier than the issuance date, the State agency may permit the sponsor to claim CACFP reimbursement for the provider's meals and snacks served to enrolled children back to the effective date on the license. Several conditions must be met before reimbursements are issued:

1. The sponsor must have a signed agreement with the home provider permitting reimbursement only if a license is issued and must be able to demonstrate compliance with all training and monitoring requirements for that home during the time period for which meals are being claimed. This includes a pre-approved visit, training for the provider, and a monitoring visit to the provider within the first four weeks of participation.
2. Claims may not be submitted until the State agency has verified the licensed status of a home. This might occur through receipt of a hard copy or via electronic or written notification. It is the responsibility of the sponsoring organization to supply the State with the documentation.
3. Sponsors/states must submit claims within the framework of the 60/90 day guidance.

**Example** A provider receives a home inspection visit from the State licensing authority in February 2001. During the same time frame, the provider begins working with a CACFP sponsoring organization. The sponsoring organization conducts a pre-approval visit, provides training on program requirements, and enters into an agreement with the provider contingent upon receipt of a child care license. In mid- March, the provider is notified by telephone by the licensing inspector that she passed the inspection and background checks and that the licensing authority expects to issue her a child care license effective sometime in March. All CACFP requirements are being met as of March 1, including appropriate meal service and record-keeping by the provider, and training and monitoring by the sponsor. The provider receives her license on May 20, 2000, with an effective date of March 15, 2000. She notifies her CACFP sponsor and submits a copy of the license. Once the sponsor verifies that all records are in place, the sponsor submits two revised claims, one for March and



April 5, 2002

Page 2

226.06-27

one for April, to include the provider's meals and snacks for the period March 15 through April 30. (The provider submits a regular claim for meals and snacks served in May).

*In the above example, if the provider has received her license on June 20, 2000, with an effective date of March 15, 2000, meals could only be claimed for that provider back to April 1, since the 60-day deadline has passed.*

If you have questions, please contact Paula Hissett at 919-715-0575.

AC/ERB/clg

cc: SNP Staff  
Auditors