

**Child Care Food Program  
Family Day Care  
Policy for Providers**

***The following areas should be addressed in a written policy for providers participating in the food program:***

1. The length of the “grace period” or time a new provider can participate without being penalized for errors (except meal disallowances).
2. The length of time a provider can remain inactive and acceptable reasons for being inactive e.g., no children, vacation, illness, etc.
3. The time lines a provider must follow for submitting attendance records, meal count records and dated menus.
4. The graduated consequences of submitting records late or submitting records with problems, which includes the Seriously Deficient Process and Provider Appeal Procedure.
5. The provider must attend required trainings and the actions to be taken if they do not. Include a sample training agenda.
6. The providers home will be monitored regularly and specific steps the sponsor will take if the provider is consistently not available, which includes the Call-in Policy.
7. The timelines a provider must report program changes (enrollment, address, inactive, etc.), and the consequences of not reporting changes.
8. The provider may enroll with only one sponsoring organization at a time and the actions, which will be taken if they enroll with a second/different sponsor or decide to change sponsors. Policy must contain transfer and recruitment requirements.

***The following list should be used to evaluate if written policies:***

- Clearly state what is expected of the provider in a positive manner.
- Clearly state reductions, determinations, terminations, etc. for not following procedures.
- Provide the contact person should they have questions and/or concerns.