



**NEW JERSEY DEPARTMENT OF AGRICULTURE  
DIVISION OF FOOD AND NUTRITION  
CHILD AND ADULT CARE FOOD PROGRAM**

## **DAY CARE HOME RECRUITMENT PROCEDURES**

This policy establishes the guideline regarding recruitment of day care homes to participate in the Family Day Care Food Program.

*Section 226.6(A)(1) stipulates a new sponsoring organization must demonstrate in its management plan that its participation will help ensure the delivery of Program benefits to otherwise unserved facilities or participants, in accordance with criteria developed by the State agency pursuant to paragraph (b)(1)(x) of this section. A sponsoring organization must demonstrate that it will use appropriate practices for recruiting facilities, consistent with any State agency requirements.*

Sponsoring organizations are strictly prohibited from intentionally and/or willfully recruiting a day care home that is already participating in the Family Day Care Food Program under the auspices of another sponsoring organization. Sponsors must ensure that all staff assigned to recruitment functions are carefully trained and are fully aware of state agency policy on this point.

For example, if an outreach worker is making telephone calls based upon a newspaper listing (and therefore is not aware if a provider is participating in the food program or not) and a provider indicates that he/she is already participating in the food program, then the outreach worker must reply "that's wonderful, thank you" and end the conversation. The New Jersey state agency, unlike some other states does not impose geographical restrictions for family day care sponsoring organizations and some sponsors operate in overlapping local or regional areas. Therefore, strict adherence to this recruitment policy is absolutely essential for the proper and efficient administration of the Family Day Care Food Program in New Jersey.

Your continued cooperation and assistance is appreciated. Should you have further questions regarding this policy, please contact the state agency.