



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

## **DAY CARE HOME CALL-IN POLICY**

Providers must telephone the sponsoring organization on any day they will not be providing care for whatever reason or taking the children on a field trip outside the home. The provider must notify the sponsoring organization of the date of the field trip in advance, the number of children expected to participate, the menu and method of transporting the meals. Failure of a daycare provider to adhere to this policy should an unannounced visit find the provider not home will result in disallowance of all meals claimed by the provider on that day. If the non-compliance persists, the sponsoring organization must notify the day care home that it has been found to be seriously deficient. The sponsoring organization must provide a copy of the serious deficiency notice to the State agency. The notice must specify:

1. The serious deficiency(ies);
2. The actions to be taken by the day care home to correct the serious deficiency(ies);
3. The time allotted to correct the serious deficiency(ies) (as soon as possible, but not to exceed 30 days);
4. The serious deficiency determination is not subject to administrative review.
5. Failure to fully and permanently correct the serious deficiency(ies) within the allotted time will result in the institution's proposed termination of the day care home's agreement and the proposed disqualification of the day care home and its principals; and
6. If the day care home's voluntary termination of its agreement with the institution after having been notified that it is seriously deficient will still result in the day care home's formal termination by the State institution and placement of the day care home and its principals on the National disqualified list.

Section 226.16(k)(2)(vii) stipulates a lack of business integrity includes fraud, antitrust violations, embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, receiving stolen property, making false claims, obstruction of justice, or any other activity indicating a lack of business integrity as defined by the State agency, or the concealment of such a conviction. Failure to comply could result in a serious deficiency determination or termination from the program.

CIW/MEMO/CALL-IN POLICY