




State of New Jersey

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TO: New Jersey Family Day Care Sponsoring Organizations

FROM: Tanya D.W. Johnson, Coordinator 
Child and Adult Care Food Program

DATE: July 2009

SUBJECT: **Meal Disallowance Policies for Family Day Care Homes Participating in the Child and Adult Care Food Program (CACFP) FDCFP Memo #09-12**

The purpose of this memo is to reaffirm that family day care homes claiming CACFP reimbursement must comply with all program requirements, including meal pattern requirements, immediately upon commencing participation in the program.

Some sponsoring organizations have established “*grace periods*” for new day care homes that are not meeting meal pattern or other requirements in the early months of participation. We would like to clarify that CACFP regulations do not provide for claiming grace periods to new homes that fail to serve reimbursable meals.

Although errors, such as serving meals with missing components, may not rise to the level of serious deficiency for new homes, the ineligible meals must always be disallowed. We would like to emphasize the importance of training, early monitoring, and technical assistance to ensure that new providers are able to serve reimbursable meals that meet meal pattern requirements.

Reminder: Reimbursement for meals will only be made for meals approved by the sponsoring organizations and served during the facility’s approved meal times as listed on the Schedule A. Three hours shall elapse between the beginning of one meal service and the beginning of another, except that 4 hours shall elapse between the service of a lunch and supper when no supplement is served between lunch and supper. Meals served to a half or part time day care session is authorized. However, the *same participant(s)* may only be claimed when there is at least 2 hours after the completion of the previous meal or snack. Also, an *Evening Snack may only be approved for institutions licensed for evening care, night care and/or regularly operating over 15 hours per day. Evening supplement meal service is authorized after 8 p.m., but must be scheduled no later than 9 p.m.

Meals not in compliance with USDA regulations are not eligible for CACFP reimbursement and the agency must absorb the costs associated with the meal. If there are any questions, please contact Carrie I. Freeman-Wright at (609) 984-1250.