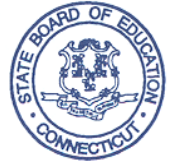




STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



TO: Child and Adult Care Food Program (CACFP) Sponsors

FROM: John Frassinelli, Chief
Bureau of Health/Nutrition, Family Services and Adult Education

DATE: August 27, 2013

SUBJECT: **Operational Memorandum #08A-13, #08C-13 and #08H-13**
Monitoring of Licensing Requirements in the Child and Adult Care Food Program (CACFP)

This memorandum provides clarification on the use of Child and Adult Care Food Program (CACFP) monitors to review licensing requirements. Specifically, while this practice may be permitted and beneficial, it may not be required by State agencies and is not an allowable use of CACFP funds.

CACFP administrative funding provided to sponsors supports a variety of oversight functions, including monitoring, training, technical assistance, eligibility determinations, claims processing, enrollment paperwork and Program outreach. These requirements are supported with CACFP funds.

The U.S. Department of Agriculture's Food and Nutrition Service understands that State and local licensing agencies may want to leverage resources by utilizing CACFP monitors to monitor for licensing requirements. To the extent that licensing and CACFP requirements overlap, CACFP sponsors may share information on those items with licensing authorities. Additionally, CACFP sponsors are permitted to contract with State or local licensing agencies to conduct oversight of requirements specific only to the licensing agency and not required for CACFP. However, costs related to monitoring for such requirements may not be supported with CACFP administrative funds.

Because monitoring and performing other oversight functions for child care licensing agencies are not CACFP requirements, State agencies may not require CACFP sponsors to monitor a facility's compliance with State or local licensing requirements or report licensing violations to the State licensing agency, except for health and safety violations where an imminent threat is present.

Responding appropriately and in a timely manner to an imminent threat to the health and safety of children or adults in care is an important responsibility for CACFP monitors. Monitors that discover conduct or conditions that pose an imminent threat to the health and safety of participants or the public must immediately notify the appropriate State or local licensing, health, or law enforcement authorities and take action that is consistent with the recommendations and requirements of those authorities [7 CFR 226.16(d)(viii)]. Refer also to Operational Memorandum #07A-13, #07C-13 and #07H-13, *Health and Safety in the Child and Adult Care Food Program (CACFP)* dated August 27, 2013 for additional guidance.

For questions about this information, please contact Susan Boyle at 860-807-2074, Celia Cordero at 860-807-2076 or Benedict Onye at 860-807-2080.

JF:shb

Important: This is a numbered Operational Memorandum that contains important program information. Please read carefully and retain for future reference. Operational Memoranda are also posted on the Child Nutrition website at: <http://www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=333794>