



STATE OF CONNECTICUT  
DEPARTMENT OF EDUCATION



**To:** Child and Adult Care Food Program (CACFP) Family Day Care Home Sponsors

**From:** John D. Frassinelli, Division Director  
School Health, Nutrition, Family Services and Adult Education

**Date:** May 16, 2022

**Subject: Operational Memorandum No. 3H-22**  
Unlicensed Relative Providers aka Kin Providers Participating in CACFP

Kin providers participating in the Care 4 Kids (C4K) Child Care Subsidy Program may be eligible to participate in the Child and Adult Care Food Program (CACFP) in Connecticut under authorized CACFP Sponsoring Organizations (SO). Kin providers are defined as “Unlicensed Relative Providers” caring for children participating in the C4K Child Care Subsidy Program. Kin providers participating in C4K may be eligible to participate in CACFP for the enrolled children in their care.

The Connecticut State Department of Education (CSDE) provides SO of Family Day Care Homes (FDCH) with a monthly Bureau Nutrition Report reflecting an updated list of new and current Kin providers approved to participate in C4K. Sponsors must cross reference the list with those respective Kin providers participating in CACFP.

**C4K Health and Safety Requirements:** Only Kin providers that receive C4K may be eligible to participate in and claim meals under CACFP. Participating Kin providers must meet the most current C4K Health and Safety Requirements for Unlicensed Home-Based Providers listed below.

- **Effective October 1, 2016**, all unlicensed home-based providers must be a close relative. Close relative is defined as a grandparent/great grandparent, aunt/uncle, niece/nephew, and sibling. All unlicensed home-based providers must be related to the child by blood, marriage, or adoption. This means the child is a grandchild, great grandchild, niece, nephew, or sibling (only a sibling living outside of the child’s home) to the provider. If the individual providing care is not related, the individual must have a license from the Connecticut Office of Early Childhood, Division of Licensing to provide childcare.
- **Effective October 1, 2016**, all relative providers must be 20 years of age or older.
- **Effective October 1, 2016**, all **new** relative providers may only care for a total of **three** children at a time. Of those children, only two children may be under the age of 2.

- **Effective October 1, 2016**, all relative providers must complete and post the Emergency Plan.
- **Effective April 1, 2017**, all **current** C4K relative providers may only care for a total of three children at a time. Of those children, only two children may be under the age of 2.
- All unlicensed C4K providers must complete the Connecticut State Department of Children and Families (DCF) Authorization for Release of Information Form
- All C4K unlicensed providers are subject to criminal background checks.

This information is available in the “[Unlicensed Relative Providers](#)” section of the CT Care 4 Kids webpage.

Questions may be directed to the CSDE’s [CACFP Education Service Specialists](#) for family day care homes.

JDF:EVQ/FS

Important: This is a numbered Connecticut State Department of Education (CSDE) operational memorandum that contains important program information. Please read carefully and retain for future reference. All CSDE operational memoranda are posted on the CSDE’s [Operational Memoranda for the CACFP](#) webpage.