

CONNECTICUT STATE DEPARTMENT OF EDUCATION
~~BUREAU OF HEALTH AND NUTRITION SERVICES AND
CHILD/FAMILY/SCHOOL PARTNERSHIPS~~
BUREAU OF HEALTH/NUTRITION, FAMILY SERVICES AND ADULT EDUCATION
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MIDDLETOWN, CONNECTICUT 06457-1543

NOTE: Obsolete information on this memo is indicated by strikethrough text, e.g., text. Revised/new text is highlighted in orange.

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

FROM: ~~Charlene Russell Tucker, Chief~~
~~Bureau of Health and Nutrition Services and Child/Family/School Partnerships~~
Bureau of Health/Nutrition, Family Services and Adult Education

DATE: November 3, 2006

SUBJECT: Operational Memorandum No. 03C-07 and 03H-07
Reimbursement for Meals Provided by Parents for Medical Reasons in CACFP

The basic premise for all Child Nutrition Programs is that participating institutions are reimbursed for costs associated with providing wholesome, nutritious meals to children. In general, if costs are not incurred by the institution, then reimbursement is not paid.

However, **in certain cases and with specific documentation** (e.g., signed medical statement and statement of assurance from the sponsor), the U.S. Department of Agriculture allows reimbursement for meals in which the parent supplies a particular food item for **medical** reasons, and the institution provides the child with all other required Child and Adult Care Food Program (CACFP) meal pattern components.

In order for reimbursement to be paid, the following steps must be followed by the institution:

- (1) Submit a specific request for approval to the ~~Bureau of Health and Nutrition Services and Child/Family/School Partnerships, Connecticut State Department of Education (CSDE)~~ Child Nutrition Unit **prior** to claiming the child for reimbursement.
- (2) Detail the child's **medical** issue in the letter of request and attach a copy of the signed medical statement.
- (3) Identify the food item that will be provided by the parent/guardian, along with a statement of assurance from the institution that all other menu items will be provided by the center/day care home facility.

The CSDE, upon receipt and review of the request, will provide written approval on a case-by-case basis. Approval must be maintained on file with all other CACFP records for the required time period as specified in 7 CFR Part 226.10(d), and may only be used for the child for which the request has been granted.

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All programs must develop policies and procedures to ensure the safety of foods brought from home and served in the child care environment. Institutions are reminded that Connecticut's Public Health Code 19-13-B42 applies to all foods served in centers and group day care homes, regardless of whether they are prepared on site or brought in from outside. Section 19a-87b-10 of the Public Health Code further requires that meals and snacks served in family day care homes be prepared and stored in a safe and sanitary manner.

The guidance in this memo was previously disseminated to participating CACFP institutions as part of Operational Memorandum No. 07C-04 dated December 16, 2003. Questions may be addressed as follows:

Center sponsors: Contact Susan Boyle at 860-807-2074, Celia Cordero at 860-807-2076 or Benedict Onye at 860-807-2080.

Home sponsors: ~~Contact Susan Bohuslaw at 860-807-2073.~~ Contact: Celia Cordero at 860-807-2076.

CRT:shb