

**Nebraska Department of Education
Child and Adult Care Food Program
Household Contact System for Sponsors of Centers**

As per 7 CFR 226.2 and 226.16.16(d)(5) every sponsor of more than one child care center participating in the Child and Adult Care Food Program in Nebraska must include in its monitoring of centers a system for making household contacts. State agencies must establish a system for sponsoring organizations to use in making household contacts as part of their review and oversight of participating facilities. Such systems must specify the circumstances under which household contacts will be made, as well as the procedures for conducting household contacts.

Circumstances under which household contacts by sponsors will be made:

- The daily record of meals and supplements served (daily meal count records) indicate that block claiming has occurred for a child for a period of 15 consecutive days. For the purpose of determining block claiming, weekend care may be excluded from the record review, if the child enrollment form indicates that the child's usual days in care does not include weekends. This may be an indicator of the center inflating numbers to increase reimbursement.
- The daily record of meals and supplements served (daily meal count records) do not correspond with daily time in/time out records or with billing documents (private pay or state subsidy). This may be an indicator of the center not conducting point of service meal counts.

Procedures for making household contacts:

Within 10 days of the sponsor identifying one of the circumstances listed above, the sponsor shall initiate household contacts by either of the following methods:

- Telephone survey
- Mail survey

The sponsor may use or adapt the attached sample survey provided by the Nebraska Department of Education Nutrition Services or the sponsor may develop its own survey. If developing its own survey, the sponsor must submitted a copy as a supporting document with the sponsor's application and agreement to participate in the Child and Adult Care Food Program.

After evaluating the response(s) of the household contact, the sponsor will determine if corrective action is necessary for the center. It is the responsibility of the sponsor to assure that all centers under its sponsorship are in compliance with program regulations and that all claims submitted are accurate.

Sponsors shall document and have available for review all of the following:

- Identification of the circumstance that led to the parent contact
- Copies of mail surveys that were returned to the sponsor **OR** summaries of telephone surveys.
- A written notice from the sponsor to the center regarding the results of the household contacts
- Documentation of corrective action, if any.
- Documentation of reasonable explanation of circumstance, if applicable.

Definitions

Household contact means a contact made by a sponsoring organization or a State agency to an adult member of a household with a child in a child care center in order to verify the attendance and enrollment of the child and the specific meal service(s) which the child routinely receives while in care.

Block claim means a claim for reimbursement submitted by a facility on which the number of meals claimed for one or more meal type (breakfast, lunch, snack, or supper) is identical for 15 consecutive days within a claiming period.