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BILL HASLAM   **DANIELLE W. BARNES**

GOVERNOR   COMMISSIONER

August 31, 2018

Dear CACFP Child Care Home Providers:

The Tennessee Department of Human Services (TDHS) recognizes the importance of the early childhood years. We are committed to promoting high quality, early childhood environments that are safe, healthy, and educationally rich. As part of this commitment TDHS is working under the guidance of federal funders to align our Child and Adult Care Food Program (CACFP) requirements with our child care home licensing requirements.

Beginning October 1, 2018 child care homes will be eligible to participate in CACFP under the following categories:

- Alternative Approval Home (maximum of 4 children)
- Authorized Child Care Provider participating in the Certificate Program (maximum of 6 children)
- Licensed Family Child Care Home (maximum of 7 unrelated and 5 related children)
- Licensed Group Child Care Home (maximum of 12 children and 3 afterschool children)

These are the expectations to operate as an Alternative Approval Home:

- Maximum capacity of 4 children (related and unrelated, resident and non-resident)
- Maximum of 4 meals can be claimed per meal
- At least 1 unrelated child must be present at meal times for eligible related children to be claimed
- If multiple shifts of a meal are served, documentation including meal counts and sign-in/sign-out sheets, must be made available upon request
- Shift approval is not guaranteed
- Maximum hours of child care 6:00 am-6:00 pm
- Health and Safety Checklist must be completed annually and uploaded into TIPS with the Alternative Approval agreement, a copy of the checklist is provided in this communication
- Sponsoring organization assumes responsibility for the Alternative Approval Home's health and safety compliance and must include as part of the monitoring requirements.

Any child care home with more than 4 children that wants to participate in the CACFP program must be licensed or Authorized through DHS.

All homes that want to become licensed must apply through DHS, information on how to become a licensed home can be found [here](#).

For Federal Fiscal Year 2019 we are allowing a transition period for homes that have previously participated in the CACFP program as an Alternative Approval home with a capacity greater than 4. As long as the home is working with DHS child care licensing to obtain a license, the home is still able to claim the same number of children under the Alternative Approval agreement until a license is granted. These homes must register for pre-licensing orientation prior to October 1, 2018. A copy of the registration confirmation must be submitted to your CACFP Sponsor.

If a license is not granted or the home chooses not pursue licensure, the home can drop its capacity to 4 and participate in CACFP under a new Alternative Approval agreement following the guidelines outlined above.

Additional Reminders for Sponsors:

- All Sponsors are required to complete form hs-1962 "Agreement between Sponsoring Agency and Child Care Home Provider" for all participating child care homes, licensed and unlicensed. These forms must be kept on file and uploaded into the provider checklist in TIPS. A copy of this form is provided in this communication for your reference.

- All approved meals must be monitored proportionally, if 30% of the meals approved in your program are suppers, than 30% of the meals monitored must be suppers. You cannot approve meals or meal times that you do not monitor.

- Approval of shifts is not guaranteed. If your homes operate shifts you must maintain documentation showing that there are never more children present than the capacity allows.

We look forward to our continued partnership; please let us know if you have any additional questions.

Sincerely,

Allette Vayda

Allette Vayda

Director of Operations- Food Programs