

**To:** Authorized Representatives of Child Nutrition Programs  
Child and Adult Care Food Program

**From:** Child and Adult Nutrition Services

**Date:** June 20, 2018

**Subject:** Meal Count Requirements for Family Day Care Home and Seriously Deficient Provides

**Memo Number:** CACFP 221-1  
CACFP DCH 221-1

This memo replaces the previous memo on this topic dated March 29, 2005, memo number CACFPDCH-77. The purpose of this memo is to provide guidance about the meal count requirement for group family day care homes in the Child and Adult Care Food Program.

This information should be shared with the persons responsible for training and monitoring Group Family Day Care Home providers in the Child and Adult Care Food Program (CACFP). The original should be placed in the numbered memo notebook from Child and Adult Nutrition Services. Questions about this memo can be referred to a SD Dept. of Education Child and Adult Nutrition Services staff member.

The Interim Rule, implementing legislative reforms to strengthen Program integrity published in the Federal Register on September 1, 2004, allows the State Agency to require meal counts to be taken at the time of meal service in day care homes providing care for more than 12 children in a single day or in day care homes that have been found to be seriously deficient due to problems with their meal counts and claims.

To protect the integrity of the CACFP it has been determined that all group family day care home providers in South Dakota must begin to take meal counts at the time of each meal service effective July 1, 2005. This should allow all sponsors to complete at least one monitoring visit to each group family day care home to provide training on this new requirement.

Additionally, providers that are declared to be seriously deficient in the operation of the CACFP due to problems with meal counts and claims must, as part of the corrective action plan, be required to take meal counts at the time of the meal service for a period of at least 1 year. The length of time may be extended until the sponsor is convinced that the provider will no longer have difficulty submitting accurate meal counts and claims.

For all other registered day care home providers that have not been declared seriously deficient for problems with meal counts and claims, it is strongly suggested that meal counts

be taken at the time of the meal service if at all possible though this is not required. Daily meal counts are still required for all registered day care home providers participating in the Program.