

Montana Department of Public Health & Human Services	Policy
	SH CACFP 2005-6 Rev 2
	Section: Sponsors of Day Care Homes
Child and Adult Care Food Program	Subject: Household Contacts
	Date Revised: 5/1/11

### **HOUSEHOLD CONTACTS**

Household contacts and parent surveys are the same thing.

The household contact system is a required supervisory tool. A household contact is when a sponsoring organization confirms provider's information by contacting the parents/or legal guardians of enrolled children by mail or phone, commonly referred to as a "Parent Survey." Parent surveys are distributed to all households of all children enrolled in the day care home. Parent surveys may be conducted randomly, or criteria based. A criteria check is used for criteria-based parent surveys.

Sponsoring organizations must have a system in place to administer a household contact system. The system must include:

- a set of criteria used for criteria checks.
- a method to select providers for parent surveys.
- timeframes for collecting and distributing parent surveys.
- a method to track parent surveys distributed and received.
- a method to evaluate the surveys received; and
- model letters.

Sponsoring organizations must adhere to their current household contact system as approved by the State agency in their sponsor management plan.

[References: 7CFR 226.6(m) (5); 7CFR 226.16(d)(4)(iii)(D)(5)]

This Institution is an equal opportunity Provider.