

Montana Department of Public Health & Human Services	Internal Procedure Policy
	SH CACFP 2008-1 Rev 1
	Section: Sponsors of Day Care Homes
Child and Adult Care Food Program	Subject: Business Hours Care
	Date Revised: 04/01/2021

## **BUSINESS HOURS CARE**

### **Sponsor Business Hours:**

Each day care home must maintain on file documentation of each child's enrollment and must maintain daily records of the number of children in attendance and the number of meals, by type, served to enrolled children. Such documentation of enrollment must be updated annually, signed by a parent or legal guardian, and include information on each child's normal days and hours of care and the meals normally received while in care.

1. Ensure that the current *Sponsor/Provider Agreement* indicates the days/hours for which the Provider may claim meals for reimbursement.
2. Receive a *Change in Information* form from a Provider indicating the change in days/hours of care when seeking to claim reimbursement for meals served outside of current business days/hours. Providers claiming meals for days/hours other than those evident on their *Sponsor/Provider Agreement* are not eligible to seek CACFP reimbursement for meals for those days/hours.
3. Ensure that Providers adhere to the Federal guidelines for seeking reimbursement of meals provided to non-residential children. Children in care over the first 24-hour time- period may be claimed under the "emergency/temporary" designation (up to three consecutive days). The designation must be both emergency and temporary for the provider to request application of the designation. Those not meeting the definition of "emergency/temporary" may not be claimed under the second 24-hour time-period if the parent does not have the child for a minimum of 8 hours during the second 24 hours. Children are considered residential once the second 24-hour period begins.
4. Ensure that Providers are within the registration limits listed, including overlap hours.

**References:** CACFP Consolidated Q&A, 8/2004 page 17; 7 CFR 226.2 p. 6]

This Institution is an equal opportunity Provider.