Purpose
This Policy Alert provides guidance on determining the total number of providers to be included on the claim for reimbursement each month.

Implementation
October 1, 2006

Definitions
Participating Provider – A provider that claims meals for a given month is considered to be “participating in the Program for the claim month”, and can be included in the Sponsor’s claim for reimbursement.

Non-participating Provider – A provider that does not claim meals or did not serve any reimbursable meal/meals for a given month is considered to be “not participating in the Program for the claim month”, and cannot be included in the Sponsor’s claim for reimbursement.

Procedure
When determining the number of eligible day care home Providers operating for a claim month you must not include any providers who did not submit a claim or did not serve any reimbursable meal/meals for the claim month. Although sponsors may incur administrative costs on behalf of a day care home provider that exceed the reimbursement for that home in a given month, there may also be months in which the sponsor’s reimbursement exceeds its costs for a particular provider. The administrative reimbursement rate was developed to take these month-to-month variations into account. Therefore, even if administrative costs are incurred on behalf of a day care home provider in a month when that provider does not claim reimbursable meals, the sponsor may not claim administrative reimbursement for that provider in that claim month.

Authority
United States Department of Agriculture correspondence 2006-CACFP-14.

Contact
If you have any questions please contact your Area Program Office.

This Policy Remains in Effect Until Further Notice