



Georgia Department of Early Care and Learning

2 Martin Luther King Jr. Drive SE, Suite 754, East Tower, Atlanta, GA 30334

(404) 656-5957

Nathan Deal
Governor

Bobby Cagle, MSW
Commissioner

MEMORANDUM

To: All Child and Adult Care Food Program (CACFP) Sponsors of Unaffiliated Centers and Sponsors of Day Care Homes

From: Falita S. Flowers, Nutrition Services Interim Director 

Date: October 31, 2013

Subject: Monitoring of Licensing Requirements in the Child and Adult

Legal Authority: United States Department of Agriculture Memoranda CACFP 14-2013; 7 CFR 226.16(d)(viii), Bright from the Start Policy Memos, "Health and Safety in the Child and Adult Care Food Program," October 30, 2013

Definitions: "Program Staff," means persons who work in any capacity of the Child and Adult Care Food Program.

"Health and Safety," relates to the well-being of participants in care under the Child and Adult Care Food Program.

The purpose of this memo is to notify sponsoring organizations of the Child Adult Care Food Program (CACFP) that while use of CACFP monitors to review licensing requirements is permitted and may be beneficial, it is not required by Bright from the Start and is not an allowable use of CACFP funds.

CACFP administrative funding provided to sponsors supports a variety of oversight functions, including monitoring facilities compliance with program requirements, training, technical assistance, eligibility determinations, claims processing, enrollment paperwork, and Program outreach. These requirements are supported with CACFP funds.

There may be instances where Bright from the Start's licensing agencies may want to leverage resources by utilizing CACFP monitors to monitor for licensing requirements. To the extent that licensing and CACFP requirements overlap, CACFP sponsors may share information on those items with the licensing authority. Additionally, CACFP sponsors are permitted to contract with the Bright from the Start's licensing agency to conduct oversight of requirements specific only to licensing and not required for

CACFP. However, costs related to monitoring for such requirements may not be supported with CACFP administrative funds.

Since monitoring and performing other oversight functions for child care licensing are not CACFP requirements, Bright from the Start is prohibited from requiring CACFP sponsors to monitor a facility's compliance with licensing requirements or report licensing violations to the Bright from the Start, except for health and safety violations where an imminent threat is present.

Responding appropriately and in a timely manner to an imminent threat to the health and safety of children or adults in care is an important responsibility for CACFP monitors. Monitors or program staff that discover conduct or conditions that pose an imminent threat to the health and safety of participants or the public **must immediately contact one of the following authorities** and take action that is consistent with the recommendations and requirements of those authorities (See Bright from the Start Policy Memos, "Health and Safety in the Child and Adult Care Food Program," October 30, 2013).

- Georgia Department of Early Care and Learning (Bright from the Start) Child Care Services Division's Complaint Unit via email at ccscomplaints@dec.al.ga.gov or call (404) 657-5562;
- Georgia Division of Family and Children Services (DFACS); or
- Local health authorities or local police department.

For questions concerning this memorandum, please contact Sonja Adams, Program Administrator at (404) 651-8193.