

**TO:** Child and Adult Care Food Program (CACFP) Day Care Home Sponsors

**FROM:** Paul F. Flintner, Chief  
Bureau of Health/Nutrition, Family Services and Adult Education

**DATE:** September 12, 2007

**SUBJECT:** **Operational Memorandum #17H-07**  
Internet Claiming Charges

The U.S. Department of Agriculture (USDA) has recently been informed that a service provider named Minute Menus may be advising family day care home sponsoring organizations that they can pass down to their providers certain costs associated with reporting meals and other Program data to the sponsors. Specifically, the costs identified are monthly fees for internet claiming.

**This Operational Memorandum is being sent to remind all sponsors that under no circumstances may a sponsor charge a day care home provider any fee for any Program related cost.** CACFP regulations at 7 CFR 226.13(c) stipulate that “...*the full amount of food service payments shall be disbursed to each day care home provider on the basis of the number of meals served ...*” The only exception to this is when the sponsor provides “foodstuffs or meals”; and then, only with the provider's written consent. In addition, 7 CFR 226.18(b)(9), which describes one of the required elements of the sponsor/provider agreement, specifically prohibits “... *any sponsoring organization fee to the day care home for its Program administrative services....*” .

Any sponsoring organization that is currently charging its day care home providers a fee for any Program related cost must discontinue this practice and contact the State agency immediately. At a minimum, the sponsor will be required to institute corrective action and reimburse day care home providers for any food service payments improperly withheld and/or for any charges levied on day care home providers for this or any other administrative function.

Questions regarding this memorandum may be directed to Susan Bohuslaw at (860) 807-2073.

PFF:shb