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To: Child and Adult Care Food Program (CACFP) Home Sponsors

From: Suzanne Secor Parker, Lead Consultant-Homes
Bureau of Nutrition and Health Services

Subject: Allowable CACFP Administrative Cost: Background Checks

Effective: Fiscal Year (FY) 2016

The USDA Regional Office provided guidance concerning background checks used to ensure an employee does not pose a safety risk to children in home care. Examples of checks include: screening of fingerprints, sex offender registries, child abuse and neglect registries, and criminal history records.

If a Home Sponsor organization requires compliance with State child protection laws as a condition of employment for CACFP staff who have home monitoring responsibilities, costs associated with completing these requirements are an allowable CACFP administrative cost.

- If a staff person works part time with the Home Sponsor program, only an allocated portion of the projected cost can be included in the budget.
- This allowable cost is not extended to volunteers who assist with CACFP tasks because a volunteer should not be assigned the responsibility of completing CACFP home monitoring reviews.

Starting with Fiscal Year (FY) 2016 Home Sponsor organizations may include cost of background checks for CACFP Home Sponsor staff in a revised Home Sponsor budget (Line 10: Other CACFP Costs), or in a future FY budget. Documentation of the organization's job requirements, projected costs, staff members, and how often the costs will be incurred must be submitted with the budget.

The State Agency is responsible for reviewing and determining whether costs are reasonable, appropriate, and supported by documentation of job requirements. The projected cost must be approved in a budget before it is paid by the Home Sponsor organization and claimed on the monthly financial claim.

Call (515-281-3744) or email (CACFP.Registration@iowa.gov) if there are questions.