

### PARENT AUDIT PROCEDURE

**PURPOSE:** To establish the procedure requiring sponsoring organizations to conduct parent audits.

**SCOPE:** Sponsors of family day care homes and sponsors of ministries that are not part of the sponsoring organization.

**DESCRIPTION:** Sponsoring organizations are required to contact parents to confirm their children's CACFP participation when unusual claiming patterns are detected. Unusual claiming patterns include, but are not limited to the following:

- Block claiming—identical number of meals claimed for breakfast, lunch, and snack, for example.
- High meal counts on holidays and weekends.
- High meal counts on a daily basis.
- 100 % attendance.
- Discrepancies in meal counts between an observed meal and the meal claimed.
- Discrepancies in meal counts between an observed meal and the meals claimed on the previous 5 days.

The parent audit should be sent to all households enrolled in the home. A return of 50% is considered successful. A sample parent audit letter is attached to this policy instruction.

This policy is effective October 1, 2000.

**SOURCE:** Indiana Department of Education; Division of School and Community Nutrition Programs.