

## Nutrition Support

# Family Daycare Home Food Program (FDCHP)

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## Prospective New Provider Checklist

This checklist details the application process for those interested in becoming a Family Daycare Home Food Program (FDCHFP) provider. Please contact the Division of Nutrition Support, CACFP Section with questions: (225) 342-3997 or [michelle.buhler@la.gov](mailto:michelle.buhler@la.gov).

### Mail:

Louisiana Department of Education,  
Attn: CACFP 5-160;  
1201 North Third Street,  
Baton Rouge, LA 70802

## Program Eligibility

- The caregiver must provide organized childcare in their own personal residence.
- There may not be more than six children under 13 years of age in the home during hours of care, including the children who live in the home.
- The caregiver must provide childcare and meal service for at least one non-resident child (a child who does not reside in the caregiver's home).
- The caregiver must prepare and serve meals to the enrolled children.
- The caregiver must sign an agreement with a FDCHFP Sponsoring Agency approved by the Division of Nutrition Support.
- The caregiver must agree to allow FDCHFP Sponsoring Agency personnel, Division of Nutrition Support personnel and United States Department of Agriculture (USDA) personnel to enter the residence for both announced and unannounced monitoring visits during hours of operation.
- The residence must be inspected annually by the Louisiana Office of State Fire Marshal Public Safety Services

# Action Steps

Contact the Louisiana Department of Education, Division of Nutrition Support to obtain a list of approved Sponsoring Agencies in the parish of residence. A Sponsor is a public or private non-profit agency that contracts with the Louisiana Department of Education to supervise the daily operation of Family Day Care Homes under its sponsorship.

Contact an approved Sponsoring Agency in the parish of residence. In order to be allowed to participate in the program, the provider must enter into a legal agreement with a sponsor approved to participate in the parish where the provider resides. The sponsor will help determine eligibility for the program, and with the additional steps needed to participate in the FDCHFP.