

Additional Information:

United States Department of Agriculture Uniform Federal Assistance Regulations, 7 CFR Parts 3016, 3019, and 3052.

www.gpo.gov/nara/cfr/index.html

United States Department of Agriculture, Child and Adult Care Food Program Regulation, 7 CFR Part 226.

www.usda.gov/cnd

United States Department of Agriculture, Food and Nutrition Service, Instruction 796-2, Rev. 3, Financial Management -Child and Adult Care Food Program.

Office of Management and Budget Circulars: A-87, August 29, 1997; A-102, March 11, 1988; A-110, November 29, 1993; A-122, June 1, 1998; and A-133, June 24, 1997.

www.whitehouse.gov

United States General Services Administration, Federal Acquisition Regulations, 48 CFR Part 31.

www.gsa.gov

Contact State administering agencies or United States Department of Agriculture, Food and Nutrition Service Regional Offices for a copy of FNS Instruction, 796-2, Rev. 3, Financial Management -Child and Adult Care Food Program.



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**CHILD and ADULT
CARE FOOD
PROGRAM**

**FNS INSTRUCTION
796-2, Rev. 3**

**# 12
PARTICIPANT
SUPPORT COSTS**

*This is the twelfth in a series of brochures on
FNS Instruction 796-2, Revision 3.*

Participants are independent and sponsored child care centers and family day care homes, but not sponsoring organizations.

What are participant support costs?

- Pre and post Program approval training for facilities; and
- Facility fair hearing costs.

What are allowable participant training costs?

Administrative costs:

- Rental costs for meeting rooms;
- Fees for speakers who are not officers, employees, family members, etc.;
- Child care services for attending facility personnel;
- Costs for meals and nonalcoholic beverages served to participants, but not to guests, when Program training is presented concurrent with the meal service; and
- Training materials, supplies and incidental expenses.

Child care center operating costs:

- The cost for center employee substitutes when the training is conducted during the facility's

established hours of program operations; and

- Travel and transportation costs for employees required to attend training.

Are day care home provider travel and transportation costs to attend training allowable?

No.

Is the cost for substitutes for day care home providers allowable?

No.

What are other unallowable participant training costs?

- Costs for motivational speakers; and
- Costs of social events, entertainment, flowers, table decorations, alcoholic beverages, door prizes and gifts.

Can a center or day care home claim meals when substitute care providers are used?

Yes, when all Program requirements are met.

What costs are allowable for appeals?

Allowable costs can include:

- In-house or properly procured private counsel;
- Professional services, such as an accountant, consultant or independent hearing official;
- Administrative and clerical services, including recording and transcription services; and
- Costs for properly procured meeting room space.

Are allowable facility appeal costs operating or administrative costs?

Administrative.

What other participant support costs are allowable?

None.

NOTE: Additional requirements may apply. Consult 796-2, Rev. 3 and the appropriate administering agency for more information.