

HIGHLAND RIM HEAD START

P.O. Box 208 • 3215 Hwy 149
Erin, Tennessee 37061



Date:

Dear:

The child care center your child attends participates in the Child and Adult Care Food Program (CACFP). By federal regulation, we need to complete household contacts for some centers on our program. Your center has been chosen for a household contact at this time. Completing this information helps us ensure the integrity and quality of the food program.

Please complete the enclosed form as accurately as possible. We have provided a return addressed stamped envelope for you to send the completed form back to us. If there are any discrepancies between the information you submit and what the center reports, the center will be contacted. It is possible we would have to do a follow-up telephone call to you for further information.

If you have any questions about the Child and Adult Care Food Program (CACFP) or the enclosed form, please call our office at (931) 289-4135.

Sincerely,

Lori Basham

Head Start Director

Highland Rim Economic Corporation

HIGHLAND RIM HEAD START

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Erin, Tennessee 37061



Center Name: _____

Enrolled Child's Name: _____

Parent's/Guardian's Name: _____

Parent's/Guardian's Address: _____

Is your child currently enrolled in the above early childhood program? Yes ___ No ___

If no, when was the last date your child attended this program? _____

Please Circle the dates your child was in the care during the month of _____

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27
28 29 30 31

Please circle the hours your child was usually in the care during this month.

AM 6:30 7 8 9 10 11 PM Noon 1 2 3 4:30

Please circle the meals your child received while in care.

Breakfast AM Snack Lunch PM Snack Extended Care snack

Please describe any variation from the circled meals or times during the month:

Parent /Guardian Signature: _____ Date: _____

Telephone number where you can be reached during the day: _____

Thank you for helping improve the quality of the Child and Adult Care Food Program.

CACFP Household Contact Procedure

September 10, 2022