



CACFP POLICIES 2012-2013

- 1. APPLICATION FORM:** Every Family Child Care Provider enrolled in CACFP must have a DOH-3705 on file. Form DOH-3705 will be completed with assistance from a Child Care Council of Westchester (the Council) CACFP Consultant at a home visit. It is the Council's responsibility to determine if your home qualifies for Tier I rates. Qualification for Tier I rates based on school data is valid for 5 years. Qualification based on the census is valid until the next census. Income eligibility is valid for one year. If a home is a Tier II home and enrolled individual children are deemed to qualify for Tier I rates, these determinations are valid for one year.
- 2. INCOME ELIGIBILITY FORM:** Providers who wish to be considered as a Tier I home based on their income must complete an Income Eligibility Form along with a copy of Income Tax Form 1040 and Schedule C and have their income verified by Council staff. All information on the application will be kept confidential and used only for the purpose of determining the reimbursement rate you will receive for the meals served to enrolled children. If you are a Tier II provider who believes that based on parents' incomes you can be reimbursed at the higher Tier I rate, it will be your responsibility to inform the Council when new children are enrolled so that these forms can be sent to you for distribution to your parents. You should then instruct parents to return their completed income eligibility forms **directly to the Council** for review. Eligibility forms are valid for one year and it is your responsibility to ensure that current forms are received by the Council so that meal reimbursements can continue to be made at the appropriate rate.
- 3. REIMBURSEMENT FOR OWN CHILDREN:** Providers can be reimbursed for meals served to their own children if they meet guidelines and submit an Income Eligibility Form. If you wish to put your children on the food program, contact your Consultant immediately for instructions. Foster children in all homes (Tier 1 and Tier 2) are eligible for the CACFP Program. Providers may claim their own children and foster children when they are enrolled in the day care program and are income eligible and when at least one non-resident child is also present and consuming the same meal. Foster children are allowed to be included on the provider's Income Eligibility Form (they no longer require their own form). For more assistance with reporting foster children, please contact the Council's CACFP Coordinator.

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4. **ENROLLMENT:** Our agency is required to maintain a current list of ALL children enrolled in CACFP homes. If you add a child to your program, you must submit a Day Care Enrollment Form (DOH-4419) to the Council. ***ALL children must have a completed enrollment form on file, even if the child is not being claimed for meal reimbursement.*** The form must be completely filled out and must contain the parent's signature and the child's date of birth to be considered valid. Incomplete forms may not be credited. You will not be reimbursed for any child's meals if we do not have a complete and current enrollment form for them on file. The Council will send notifications to update enrollments but it is the provider's responsibility to have new enrollment forms completed yearly by the parent. For **NEW** enrollments (children new to your program): we must receive your enrollment forms by the 25th of the month for which you are submitting your first claim for the newly enrolled child. ***Enrollment forms for NEW children are not allowed to be submitted with your menus UNLESS the child enrolled after the 25th of the month.*** For **RENEWALS** (children already enrolled in your program): enrollment forms will be due to the Council by the 15th of the month in which the form is due to expire. **A copy of a current Day Care Enrollment Form is attached for your convenience.**

5. **RELOCATION OF CHILD CARE HOME:** A relocated child care home will be treated as a new home and all procedures for new homes will apply. **If Provider fails to notify the Child Care Council that the home has moved, the Provider forfeits reimbursement from the effective date of the move until the re-application is completed.**

6. **CHANGE IN YOUR PROGRAM:** If you change your meal pattern, hours of care, ages served or any of the items listed on your Application Form, you must call the Council to notify us of the change. **If you make a change and do not notify us, the claim may be denied. Failure to notify the Council will result in disallowance.**

7. **ON-SITE PROVIDERS:** If you have an on-site provider at the time that you join the food program (that is, when you are new to CACFP), both you and your on-site provider sign form 3705 at the time you apply to participate. If you are already an active provider on the food program and you get an on-site provider, you and your on-site provider must complete form 160. All on-site providers **MUST** be cleared and approved through OCFS and appear on your license before they can be added to the food program. If your onsite provider changes, you must immediately notify the Council and complete a new 160. Also note: for providers who own/operate multiple sites, reimbursement checks must be issued in the onsite provider's name (the business name may also be listed).

8. **NON-DISCRIMINATION POLICY:** You are required to serve food to children without discrimination on the basis of race, color, sex, age, disability, religion or national origin. There can be no discrimination in admission policy, meal service or use of the facilities.
9. **COMPLETION OF MENUS:** The menus you submit must be prepared on a daily basis and must be varied to ensure reimbursement. Menus must accurately reflect foods served daily. Each monthly menu must contain signed attestation stating that foods listed were served. If you serve infants, a Statement Regarding Infant Feeding, signed by the parent must be on file at the Child Care Council of Westchester's office. **Copy of the Infant Feeding Statement is attached.**
10. **SUBMISSION OF MONTHLY MENUS AND ATTENDANCE SHEETS:** The deadline is the 2nd day of the month for all menus. Those that are mailed must be postmarked by the 2nd and those that are hand-delivered must be in the Council's office by the 2nd. Menus received after the 2nd of the month will be submitted with the following month's claim and thus will result in delayed payment. Please remember that there is a 90-day limit on the submission of late claims. **Menus submitted after 90 days from the month of service will be returned to Provider.**
11. **NATURE OF MONITORING VISITS:** There will be three monitoring visits during your contract year. If you are a new provider there will be five visits during your contract year. For all providers, two of these visits will be unannounced. Meal services will be observed, blue cards reviewed and information on the yearly mandated CACFP training will be shared. Violations in authorized capacity will be reported. Menus and attendance will be reviewed and disallowances will be issued for meals if menus and attendance are not up to date. It is your responsibility to contact your Consultant if you plan to be away from the childcare home during a time that you normally serve meals or snacks. **If a monitoring visit is made and you have not notified the Council that you will not be home, the meal will be disallowed.**
12. **HOLIDAYS:** The following are considered legal holidays: **NEW YEAR'S DAY, MEMORIAL DAY, INDEPENDENCE DAY, LABOR DAY, THANKSGIVING DAY, CHRISTMAS.** If your program serves any child on one of the above mentioned holidays, you must submit a Parent Verification of Attendance Form with your monthly menus/attendance. Failure to submit a completed form will result in disallowance of meals for that day. **A copy is attached for your convenience.**

13. REASONS FOR DISALLOWANCE:

- when over authorized capacity
- missing any component of a meal as per the Infant and Child Meal Patterns (**Copies of Infant and Child Meal Patterns are attached**)
- incomplete attendance and meal count records
- incomplete menus - each meal must be described in writing on the menu
- when there is a discrepancy between what is written on a submitted menu and what was observed by the monitor during a visit
 - in this instance, the specific meal (for example, lunch, breakfast or snack) will be disallowed for all children
- when the number of children claimed on a menu does is different from the number of children observed by the monitor during a visit
 - in this instance, the specific meal (for example, lunch, breakfast or snack) will be disallowed for **all** children
 - **NOTE:** *this reflects a change from the previous policy which was to only disallow the difference in number (for example, if the monitor observed 5 children at lunch but the provider claimed 11 children for lunch, only 6 meals would be disallowed)*
 - **Under the NEW policy:** *Using the example stated above, **all** 11 children will be disallowed for lunch*
- illegible menus and attendance forms
- menu and/or meal count or attendance not up to date at time of monitor visit
- individual food substitution made for medical or special dietary need without a statement submitted or on file from a recognized medical authority
- failure to notify your Consultant by telephone of planned absence during meal time
- claim for meals on holidays without a Parent Verification Form
- meals that do not follow the milk and water serving requirements (**see the attached memo for details**)

14. REASONS FOR RETURN OF MENUS:

- failure to sign attendance sheet
- failure to use proper/current attendance sheet
- failure to submit attestation
- menus received to late to process (i.e., 90 days or later from the month of service)

15. APPEALS POLICY: There is an Appeals Process for Suspension and Termination. This Policy is available at renewal by request in writing and anytime an appealable action is taken.

16. REPLACEMENT CHECK: Requests for a replacement check require additional services on the part of the Council and the Council may require a replacement check fee to process the check. Any request must be made in writing.

17. GENERAL REQUIREMENTS:

- Providers must submit shift schedule of children's attendance indicating meals served, the hours that meals are served and meal service when serving children on shifts. If you have questions about shifts, please contact your Consultant.
- All children present in your program must be listed on your attendance sheet whether or not their meals are reimbursable.
- Providers with more than one facility must submit to the Council (and keep on file) duplicate enrollment forms for children who attend both/all programs.
- Providers must maintain in-home attendance records of actual meal service, daily menus of food actually served; enrollment forms (blue cards); current CACFP enrollment forms for all children in care; copy of provider application; agreement with the Council; copy of current registration or license; copy of current income eligibility application. It is your responsibility to make sure these forms are current to ensure reimbursement. As of April 2009, these records must be retained for a minimum of 3 years on site.
- Providers must comply with meal patterns for each age level as provided by CACFP. (See Guidelines Booklet).
- Providers who must hand-deliver menus will receive a dated receipt. All reimbursement checks will be mailed except for certain extenuating circumstances.
- Providers must attend at least one training session related to the CACFP program each year. Failure to attend this mandatory training may lead to a provider being cited as seriously deficient. Providers having repeated difficulty with paperwork may be required to attend more often. Certificates of attendance will be given at training sessions.
- Providers must notify their Consultant in advance of planned vacations, program closures or times when they will be out of their home when a meal is normally served. If a monitoring visit is made and the Consultant has not been notified that you will not be home, the meal will be disallowed.

Revised 1/12