

**CHILD CARE COUNCIL OF WESTCHESTER, INC.
313 Central Park Avenue, Scarsdale, NY 10583**

**CACFP POLICIES
2009-2010**

- 1. APPLICATION FORM:** Every Family Child Care Provider enrolled in CACFP must have a 3705 on file. Form 3705 will be completed with assistance from a Consultant at a home visit. It is the Council's responsibility to determine if your home qualifies for Tier I rates. Qualifications for Tier I rates based on school data is valid for 5 years, qualification based on the census is valid until the next census and 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 1 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 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.
- 3. REIMBURSEMENT FOR OWN CHILDREN:** Tier 1 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. All children present in your program must be listed on your attendance sheet whether or not their meals are reimbursable.

- 4. ENROLLMENT:** Our agency is required to maintain a current list of children enrolled in CACFP homes. If you add a child to your program, the Day Care Enrollment Form must be submitted with your menu. It must include all information required including the parent signature. 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. Eligibility forms are valid for one year and you are responsible to ensure that forms are current so that reimbursement will be made. The Council will send notifications to update enrollments but it is the provider responsibility to have new enrollment forms completed yearly by the parent. If you are a Tier II home who has chosen to have Income Eligibility Forms sent to parents, it is your responsibility to immediately inform the Council when new children are enrolled. Only after notification from you, can the Council mail out Income Eligibility Forms to see if the children qualify for Tier I rates. We must receive your Enrollment Forms before or at the same time that any menus are submitted. **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 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.
- 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 parent must be on file at the Child Care Council office; or reimbursement will not be made for that child. **Copy of this 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 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 30-day limit on the submission of late claims. **Menus submitted after 30 days from the month of service will be returned to Provider.**
- 11. NATURE OF MONITORING VISITS:** There will be three monitoring visits (two will be unannounced) during your contract year. 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 daycare 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. BLOCK CLAIMING:** A block claim is a claim for reimbursement submitted by a Child Care Provider on which the number of meals claimed for one or more meal type is identical for 15 consecutive days within a claiming period. If your program is block claiming, parents will be contacted by Council staff to verify attendance. Block claiming may lead to disallowance of meals.

14. REASONS FOR DISALLOWANCE:

- when over authorized capacity
- missing any component of a meal
- incomplete attendance and meal count records
- incomplete menus - each meal must be described in writing on the menu
- meals submitted on menus do not match what was observed during monitor visit
- illegible menus and attendance forms
- menu and/or meal count/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
- block claiming

15. REASONS FOR RETURN OF MENUS:

- failure to list child's age
- failure to list child's full name
- failure to sign attendance sheet
- failure to use proper/current attendance sheet
- failure to submit attestation

16. 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.

17. REPLACEMENT CHECK: Requests for a replacement check requires additional services on the part of the Council and the Council may require a replacement check fee to process the check.

18. GENERAL REQUIREMENTS:

- Provider must submit shift schedule of children's attendance indicating meals served, hours meals served and meal service when serving children on shifts. If you have questions about shifts, please contact your consultant.

- Provider must maintain in-home attendance records of actual meal service, daily menus of food actually served; enrollment form (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 income eligibility application. It is your responsibility to make sure these forms are current to ensure reimbursement. As of 4/09, these records must be retained for a minimum of 3 years on site.

- Provider 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.