

**JOINT COUNCIL FOR ECONOMIC OPPORTUNITY OF CLINTON AND
FRANKLIN COUNTIES, INC. (JCEO)**

**THE CHILD and ADULT CARE FOOD PROGRAM
POLICIES AND PROCEDURES HANDBOOK**

Revised January 14, 2016

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ACKNOWLEDGMENT

I have received the Child and Adult Care Food Program Policies and Procedures from Joint Council for Economic Opportunity of Clinton and Franklin Counties. I understand that these policies go into effect on March 1, 2016, and from that point on, it is my responsibility to adhere to said polices. By signing this form, and dating it, I acknowledge that I have received a copy of the Policies.

This signed statement will go into my CACFP file and a copy of it will be sent to me.

Signature of CACFP Participant: _____

Signature of Day Care Representative: _____

Date: _____

JCEO-DAYCARE DIRECTOR
MRS. CHRISTINA DANUSSI
54 MARGARET STREET
PLATTTSBURGH, NY 12901

OVERVIEW

The Joint Council for Economic Opportunity of Clinton and Franklin Counties, Inc. (JCEO) is a sponsor of the Child and Adult Care Food Program (CACFP) in licensed, registered and legally exempt* child care homes. CACFP is administered by the New York State Department of Health, Division of Nutrition (NYSDOH).

CACFP is a federally funded program of the Food and Nutrition Services, United States Department of Agriculture (USDA). CACFP offers reimbursement to child care providers for meal and snacks served to children in their care.

There are two levels of reimbursement. All child care providers who choose to participate in CACFP are eligible for the standard rate of reimbursement (Tier 2). A higher rate (Tier 1) is paid to participants who qualify as low-income or serve a low-income area.

The goal of CACFP is to improve the health and nutrition of children in child care homes, promote the development of good eating habits, and further the nutrition education of child care providers.

Child care providers who participate in CACFP must serve meals and snacks which meet the meal pattern requirements set by the USDA. Daily menu and attendance records must be maintained. Participants in CACFP must allow representatives from the sponsoring organization (JCEO), the NYSDOH and the USDA to conduct monitoring visits to their child care home, and must attend a minimum of one free CACFP training once a year.

*A legally exempt child care provider is not licensed or registered with New York State and may participate in CACFP if he or she is enrolled with the Department of Social Services to provide child care in his or her home. Legally exempt providers are approved to care for no more than two non-relative children.

CONTINUOUS APPLICATION AND AGREEMENT

To begin participating in CACFP a child care provider must complete a Continuous Application and Agreement for Day Care Home Participation. This document will be completed at the initial pre-approval home visit and the provider will be given a copy.

The purpose of the Continuous Application and Agreement is to gather key information about the child care provider and to outline the rights and responsibilities of the sponsoring organization and the child care provider. See the next page for a copy of these rights and responsibilities.

The Continuous Application and Agreement will allow the provider to participate in CACFP as long as they are in business and remain registered, license or enrolled as a legally exempt child care provider. A new Continuous Application and Agreement must be completed when a participant moves to new location or is inactive and does not submit a claim for reimbursement for 6 months or more.

The CACFP participant is responsible to contact the CACFP office at the JCEO immediately if there are any changes in the information on the Continuous Application and Agreement... The following information must be updated when there is a change:

- Days and hours of operation
- Meal/snack times served
- Phone number
- License/registration/enrollment number, capacity, effective date and expiration date
- Change in On-Site Provider
- Change of address (After a participant moves and has submitted a new application to provide in home child care, a new continuous application and agreement must be completed during pre-approval home visit at the new address.)
- Participant name change

AGREEMENT BETWEEN SPONSORING ORGANIZATION AND DAY CARE HOME PROVIDER OR OWNER/OPERATOR

SECTION A – RIGHTS AND RESPONSIBILITIES – SPONSORING ORGANIZATION

1. The Sponsoring Organization agrees, in accordance with CACFP Regulations, to:
 - a. Train the Day Care Home Provider or Owner/Operator and On-Site Provider (if applicable), hereinafter referred to as Provider, before beginning participation in the CACFP so the Provider is knowledgeable about the rules and regulations of the Program and the completion of required records.
 - b. Offer additional training sessions at least once a year, scheduled at a time and place convenient to the Provider.
 - c. Inform the Provider of the Sponsoring Organization's policies regarding CACFP.
 - d. Respond to a Provider's request for assistance with program requirements.
 - e. Distribute CACFP record keeping forms to the Provider.
 - f. Reimburse Provider at the prevailing reimbursement rate within five (5) days of receipt of check from New York State. Reimbursement is subject to verification that all meals claimed and reimbursed meet Program requirements. Monthly reimbursement checks will be issued to the On-Site Provider listed on the most recent On-Site Provider Addendum (CACFP-160).
2. The Sponsoring Organization will visit the Provider, during normal hours of child care operations, to review meal service and the Program records at least three (3) times per year. At least two visits must be conducted unannounced.
3. The Sponsoring Organization may terminate this Agreement with the Provider when the Provider:
 - a. Moves the day care home to a new location.
 - b. Transfers the CACFP participation to another Sponsoring Organization.
 - c. Closes the day care home (e.g., is no longer providing child care).
 - d. Is terminated for cause or convenience.
 - e. Is reactivating after not participating for six months or more.
4. The Sponsoring Organization must give the Provider the right to appeal prior to termination and disqualification for cause, or for suspension.
5. The Sponsoring Organization may not charge any Provider a fee for participating in CACFP or for the cost of administering the Program.
6. The Sponsoring Organization must inform any Tier II Providers of their right to choose a reimbursement rate option; receive Tier II reimbursement rates for all children in care or receive mixed Tier I and Tier II reimbursement rates.
7. The Sponsoring Organization must allow the Provider to transmit completed income eligibility information to the Sponsoring Organization.

SECTION B – RIGHTS AND RESPONSIBILITIES – DAY CARE HOME PROVIDER OR OWNER/OPERATOR

1. The Day Care Home Provider or Owner/Operator and On-Site Provider, hereinafter referred to as Provider, agrees, in accordance with the CACFP Regulations, to:
 - a. Attend training prior to participation in the CACFP and as required by the Sponsoring Organization. The Sponsoring Organization will specify the number of hours/sessions of training required per year.
 - b. Serve meals that meet the CACFP requirements for the ages of the children being served. The Provider may claim only one meal per child at each meal service. All children claimed must be enrolled in day care according to NYS Office for Children and Family Services (OCFS) requirements. The Provider will not receive reimbursement for meals served to persons who are over 13 years or older except as permitted in Number 11.
 - c. Maintain the following daily records and submit to the Sponsoring Organization:
 - 1) The menu served to enrolled children at each meal each day
 - 2) The number of enrolled children present daily
 - 3) The number of meals served to enrolled children at each meal service
 - d. The Provider must inform the Sponsoring Organization immediately upon a change in:
 - 1) On-Site Provider by submitting a revised On-Site Provider Addendum (CACFP-160)
 - 2) Approved capacity
 - 3) Place or residence or location
 - 4) Income eligibility
 - 5) Telephone number
 - 6) Meals and snacks to be claimed
 - 7) Name Change
 - 8) Hours of Operation
 - 9) Number of Program participants, including foster children; and current enrollment information for participants
 - 10) Number of days that care will be provided and/or if care is provided on Saturday and Sunday
 - 11) License, registration, enrollment by OCFS, local DSS, New York City Department of Health, or other government agency
2. The Provider shall make attendance and menu records available to the Sponsoring Organization as required by the Sponsoring Organization. No menus will be accepted for reimbursement after thirty (30) days from the last day of the month for which reimbursement is being claimed. The Sponsoring Organization will specify when menu records must be submitted.
3. The Provider may claim meals served to the Provider's own enrolled child(ren) or foster child(ren) only if income eligible as documented by completing form DOH-4161. The Provider may claim meals served to income-eligible enrolled child(ren) when there is at least one (1) enrolled non-resident child present and being claimed at the same meal service.
4. The Provider will allow each and every representative from the Sponsoring Organization, New York State Department of Health and United States Department of Agriculture and other State and Federal offices to come into their home during normal hours of operation and have access to the meal service and records. Visits may be announced or unannounced.
5. The Provider must notify the Sponsoring Organization in advance whenever they are planning to be out of their home during the meal service period. Meals will be disallowed if prior notification is not made.
6. The Provider must serve meals to all enrolled children without regard to race, color, national origin, sex, age, or disability and must accommodate special dietary requirements.
7. The Provider may terminate this Agreement to participate in the CACFP with or without cause.
8. The Provider may transfer to another Sponsoring Organization no more than once every 12 months.
9. The Provider shall have current licensing approval, registration, or enrollment in accordance with State regulations and be in compliance.
10. The Provider may not charge separately for meals or snacks.
11. The Provider may be reimbursed for meals served to enrolled migrant children up to the age of 15. Meals served to enrolled functionally impaired persons over the age of 12 may be reimbursed when there is at least one (1) enrolled non-resident child present and being claimed at the same meal service. Portion sizes and meal components must be in accordance with applicable meal patterns.
12. The Provider must, if instructed by the Sponsoring Organization, distribute parent information about CACFP and other benefit programs.

REIMBURSEMENT

The USDA will reimburse CACFP participants for up to 2 meals & 1 snack or 2 snacks & 1 meal per child each day. Reimbursement rates are set annually by the U.S. Congress. CACFP does not require the submission of receipts for food since reimbursement is based on set meal and snack rates.

Levels of reimbursement on CACFP:

1. TIER 1 is the higher rate of reimbursement and is available for CACFP participants who serve a low-income area or who qualify based on their own household income.

CACFP participants will qualify for Tier 1 rates by one of the following:

- a. The school district where the child care is located has 50% or more of the school's children participating in the free lunch program.
 - b. The child care is located in a low-income area based on the most recent census information.
 - c. The CACFP participant's household income qualifies as low income based on an income eligibility application. This application would be filled out annually and must be updated with income changes. A participant who qualifies for Tier 1 rates based on household income can claim his or her own children on CACFP when the child is present at a meal or snack with at least one non-resident child. Documentation of income is required to verify eligibility.
 - d. Household participates in TANF or SNAP documentation is required to verify eligibility.
2. TIER 2 is the lower rate of reimbursement that all participants qualify for.
 3. TIER 2 MIXED is when a tier 2 participant may have individual children qualifying for Tier 1 rates based on the following:
 - a. The Department of Social Services is paying for a child's care and the participant submits proof of subsidy to CACFP annually.
 - b. The child's family is determined to be low-income based on the parent's submission of an income eligibility application. The child's family participation in certain public assistance programs may automatically qualify the child for Tier 1 rates. (Participants choose to distribute income eligibility applications to all parents or to decline this option. The completed applications are returned directly to the Day Care office at the JCEO and all information is kept confidential.)
 - c. Foster children always qualify for Tier 1 rates whether they are the participant's foster children or are enrolled in the child care.

ENROLLMENT OF CHILDREN

CACFP participants must enroll all children who attend the child care in the program. Children are eligible until their 13th birthday unless the child is functionally impaired and a medical statement is submitted. There will be no reimbursement for a child's meals and snacks until an enrollment form, which has been signed, dated and completed by the parent, is sent to Day Care office at the JCEO. Enrollment forms should be sent immediately after a child starts attending the child care. Participants using web based record keeping will be responsible to enter the child enrollment data in Minute Menu. The JCEO will guide CACFP participants in the mandatory annual child re-enrollment process.

Enrollment forms need to be thoroughly filled out and signed by the child's parent or guardian. All of the following information must be included:

1. Child's name and date of birth
2. Parent/child's address
3. Child's relationship to provider
4. Meals/snacks which the child normally receives in child care
5. Expected days and hours of care
6. Phone number(s) where parent/guardian can be reached
7. Parent/guardian's signature and date signed
8. Date child enrolled in CACFP
9. Parent's choice for feeding infants 0-12 months

Resident children are eligible to participate in CACFP only if the participant's household income qualifies. A participant who wants to claim his or her children will need to complete an income eligibility application and may be required to submit verification of income. If the resident child is determined to be eligible to participate in CACFP, an enrollment form must be completed and submitted by the participant.

CACFP participants will be reimbursed for resident foster children who are present at meals/snacks with at least one non-resident child. Resident foster children are eligible to participate in CACFP regardless of the participant's income. An enrollment form and an income eligibility application must be completed and submitted for each foster child.

ENROLLMENT OF INFANTS

CACFP considers an infant to be a child under one year of age.

CACFP participants who care for infants are required to submit a Statement Regarding Infant Feeding in addition to the child enrollment form, signed by a parent or guardian for each infant in care. The purpose of the statement is to document in writing whether the participant or the parent will be supplying formula and food. The participant must offer to supply one type of iron-fortified formula which would satisfy the needs of at least one infant in care.

CACFP will reimburse for meals and snacks containing only breast milk or iron fortified formula, whether supplied by the participant or the parent/guardian.

Once an infant is eating solid foods or the infant is eight months of age, the CACFP participant must supply at least one component of each meal and snack served to an infant in order to claim reimbursement for that meal or snack.

When an infant is enrolled in CACFP, the participant will need to follow the healthy infant meal pattern and maintain daily infant menu and attendance records.

Infants are required to be fed breast milk or formula until their first birthday, unless written direction is provided by a pediatrician to transition to milk. After the infant's first birthday, the participant is required to supply all food for the child.

JCEO supports and encourages moms to breastfeed when they put their infant in child care. Day Care Home providers may apply for a breast feeding friendly designation. Please contact our office for information.

HOUSEHOLD CONTACTS

In order to insure the integrity of the CACFP and to prevent fraud the parents or guardians of enrolled children may be contacted by the JCEO via letter or phone in order to verify their child's attendance.

In some cases a print out of the CACFP participant's recently submitted program attendance and menu will be sent to parents/guardians for review.

MEAL AND SNACK GUIDELINES

A child care provider who is participating in CACFP must serve meals and snacks that meet the CACFP requirements for the ages of the children being served. (See Healthy Child Meal Pattern and Healthy Infant Meal Pattern on the following 2 pages for required meal and snack components.) The participant must supply the food without charging the parents separately for meals and snacks.

Family style dining, where children serve themselves, is encouraged. All required food components should be offered at the same time. For example, milk and fruit should not be served separately after the meal. CACFP participants are responsible for providing a variety of nutritious foods and children should be allowed to decide how much and what foods they wish to eat. Children should never be forced to eat and participants will be reimbursed regardless of what the child actually consumes. It is recommended that participants eat with the children and encourage them to try new food.

CACFP participants must serve meals to all children in attendance and must accommodate special dietary requirements. Some special dietary needs including milk allergies will require a copy of a physician's note outlining the foods to be eliminated and the appropriate substitutions.

An appropriate amount of time between meals and snacks is expected. For example, an afternoon snack at 4:00 pm and a dinner at 4:30 pm for the same children would not be reimbursable. CACFP participants should only claim for reimbursement for meals and snacks which were provided to the children while in care. Meals and snacks which are sent home with a child are not reimbursable. Meals and snacks obtained for free at the summer food service program are not eligible for reimbursement on CACFP.

If a participant is serving food to the same children at lunch and dinner, the meals served may not contain the exact same food components.

Combination foods such as stews, pizza and casseroles may satisfy up to three required components.



	FOOD COMPONENTS	FOOD ITEMS	Required Minimum Quantities		
			Ages 1 and 2	Ages 3-5	Ages 6-12
BREAKFAST <i>All 3 components must be served</i>	Milk	Fat-free ¹ or Low-fat (1%)	1/2 cup	3/4 cup	1 cup
	Vegetable/Fruit	Vegetable or Fruit or 100% Juice ²	1/4 cup	1/2 cup	1/2 cup
	Grains/Breads	Bread <i>or</i> Cornbread, Biscuit, Roll, Muffin <i>or</i> Dry Cereal <i>or</i> Cooked Cereal	1/2 slice 1/2 serving 1/4 cup 1/4 cup	1/2 slice 1/2 serving 1/3 cup 1/4 cup	1 slice 1 serving 3/4 cup 1/2 cup
	Milk	Fat-free ¹ or Low-fat (1%)	1/2 cup	1/2 cup	1 cup
	Vegetable/Fruit	Vegetable or Fruit or 100% Juice ²	1/2 cup	1/2 cup	3/4 cup
SNACK <i>Select 2 of 4 components</i> Water must be served with snack if no beverage is provided.	Grains/Breads (see lists above and below)		1/2 serving	1/2 serving	1 serving
	Meat/Meat Alternate (see list below)	Lean Meat, Poultry or Fish <i>or</i> Peanut Butter <i>or</i> Peanuts, Nuts or Seeds <i>or</i> Fat-free or Low-fat Yogurt	1/2 oz. 1 Tbsp. 1/2 oz. 1/4 cup	1/2 oz. 1 Tbsp. 1/2 oz. 1/4 cup	1 oz. 2 Tbsp. 1 oz. 1/2 cup
	Milk	Fat-free ¹ or Low-fat (1%)	1/2 cup	3/4 cup	1 cup
	Vegetables/Fruits	Two Vegetables and/or Fruits	1/4 cup total	1/2 cup total	3/4 cup total
	Grains/Breads (see list above)	Bread <i>or</i> Cooked Pasta, Noodles or Grains <i>or</i> 6" Tortilla	1/2 slice 1/4 cup 1/2 tortilla	1/2 slice 1/4 cup 1/2 tortilla	1 slice 1/2 cup 1 tortilla
LUNCH OR SUPPER <i>All 5 components must be served</i>	Meat/Meat Alternate	Lean Meat, Poultry or Fish <i>or</i> Cottage Cheese <i>or</i> Cheese <i>or</i> Egg <i>or</i> Cooked Dry Beans, Peas or Lentils <i>or</i> Peanut Butter <i>or</i> Peanuts, Nuts or Seeds <i>or</i> Fat-free or Low-fat Yogurt	1 oz. 1/4 cup 1 oz. 1/2 large 1/4 cup 2 Tbsp. 1/2 oz. = 50% 1/2 cup	1 1/2 oz. 3/8 cup 1 1/2 oz. 3/4 large 3/8 cup 3 Tbsp. 3/4 oz. = 50% 3/4 cup	2 oz. 1/2 cup 2 oz. 1 large 1/2 cup 4 Tbsp. 1 oz. = 50% 1 cup

¹Whole milk is required for 1-year-olds. Unflavored milk is required for children younger than 6 years old and recommended for children six and older.

²No more than one serving of juice may be served per day.

Refer to the *Crediting Foods in CACFP* for information about specific meal components.

In accordance with Federal Law and US Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call toll free (866) 653-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

		REQUIRED MINIMUM QUANTITIES			
FOOD COMPONENTS		BIRTH THROUGH 3 MONTHS	4 THROUGH 7 MONTHS	8 MONTHS THROUGH 1 ST BIRTHDAY	
BREAKFAST	Breastmilk or Iron-fortified Infant Formula	4-6 fl. oz.	4-8 fl. oz.	6-8 fl. oz.	
	Vegetable/Fruit	0	0	1-4 Tbsp.	
	Iron-fortified Infant Cereal	0	0-3 Tbsp.	2-4 Tbsp.	
SNACK	Breastmilk or Iron-fortified Infant Formula	4-6 fl. oz.	4-6 fl. oz.	2-4 fl. oz.	
	Bread or Cracker-type Product	0	0	0-1/2 slice 0-2 crackers	
	Whole Grain or Enriched Bread <i>or</i> Whole Grain or Enriched Cracker-type Product <i>or</i> Teething Biscuit, Arrowroot Cookies	0	0	0-2 each	
	Breastmilk or Iron-fortified Infant Formula	4-6 fl. oz.	4-8 fl. oz.	6-8 fl. oz.	
LUNCH OR SUPPER	Vegetable/Fruit	0	0-3 Tbsp.	1-4 Tbsp.	
	Iron-fortified Infant Cereal and/or Meat/Meat Alternate	0	0-3 Tbsp.	2-4 Tbsp.	
	Infant Cereal <i>or</i> Lean Meat, Poultry or Fish <i>or</i> Egg Yolk <i>or</i> Cooked Dry Beans, Peas or Lentils <i>or</i> Cheese <i>or</i> Cottage Cheese	0	0	1-4 Tbsp. 1-4 Tbsp. 1-4 Tbsp. 1-4 Tbsp. 1/2-2 oz. 2-8 Tbsp.	

Breastmilk or formula, or portions of both, may be served. However, it is recommended that breastmilk be served in place of formula from birth through the infant's first birthday.

For breastfed infants who regularly consume less than the minimum amount of breastmilk per feeding, a serving of less than the minimum amount of breastmilk may be offered, as long as additional breastmilk is offered if the infant is still hungry.

Because the introduction of solid foods serves an important purpose in an infant's daily diet, solid foods are required as part of a reimbursable meal for infants who are developmentally ready for them. The decision to feed specific foods should always be made in consultation with an infant's parent or guardian.

For infants receiving solid foods, the provider must supply at least one component of the meal to request reimbursement, either formula or a food item.

100% fruit juice may be substituted for breastmilk or infant formula as a snack for infants 8 months of age and older; it must be served from a cup.

No more than one serving of juice may be served per day.

A CACFP income eligible day care home provider can only claim meals served to their own child at a mealtime when other enrolled, non-resident children are present.

See DOH-CACFP Policy Memo No. 120 for Day Care Centers and DOH-CACFP Policy Memo No. 171H for Day Care Homes for additional information.

Refer to the *Crediting Foods in CACFP* for information about specific meal components.

USDA is an equal opportunity provider and employer.

DAILY RECORDS REQUIREMENT

CACFP participants are required each day that children are present to record attendance and food served at meals and snacks. These records are to be submitted after the last day of the month being claimed and new records are to be started on the first day of the new month. While planning menus ahead is encouraged it is not required. A repeating cycle menu may be used but must be a minimum of a 2 week cycle. When using a pre-planned menu and substitutions are made they must be accurately recorded on the menu. It is not acceptable to record attendance in advance of any meal or snack.

There are two ways to keep daily records on CACFP using a system called Minute Menu. Participants may use a web based program or use paper forms provided by the JCEO. Both methods are free of charge and a participant will be trained on the method of their choice during the pre-approval home visit. A CACFP participant may not switch record keeping methods without prior approval.

Web Based Record Keeping

- CACFP participants will receive a unique log-in ID# and password that will enable them to access Minute Menu from any computer that uses Internet Explorer as the web browser.
- Each meal/snack must be recorded on infant and non-infant screens.
- Participants must log in each day and record attendance at each meal and snack and the food served. If unable to log into the web daily, a participant must keep paper records of the attendance at each meal and snack and the foods served. Paper records should be kept on premises for review.

Record Keeping on Forms

- CACFP participants will receive a supply of forms for infants and non-infants in a binder at the pre-approval visit. Upon request additional forms will be sent monthly.
- Menu/attendance forms should be completed each day that children are present.

SUBMISSION OF MONTHLY MENU AND ATTENDANCE RECORDS

Monthly menu, attendance records, totals and reimbursement sheets should be submitted to the JCEO by the 5th of the following month in order to ensure the fastest possible reimbursement. No menus will be accepted for reimbursement after thirty (30) days from the last day of the month for which reimbursement is being claimed.

When submitting monthly menus, the following items may also need to be submitted;

- Enrollment forms for any new children.
- Upon enrolling and renewing a child, parent must sign a holiday sign-in form. This form must be signed by parents who bring children to care on the following holidays: New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.

HOLIDAY, WEEKEND, OR SCHOOL VACATIONAL SCHEDULE

New Year's Day – January 1st

Thanksgiving Day – observed 4th

Thursday of November

Martin Luther King Day – observed 3rd
Monday in January

Christmas Day – December 25th

President's Day – observed 3rd Monday
In February

Good Friday – Friday before Easter

Memorial Day – observed Last Monday
Of May

Rosh Hashanah – in Sept. or Oct.

Independence Day – July 4th

Yom Kippur – in Sept. or Oct.

Labor Day – observed 1st Monday in
September

Passover – 1st two days and last
two days (in the Spring)

RECORD MAINTENANCE REQUIREMENTS

Federal regulations require CACFP participants to keep menu and attendance records for 3 years. For web claimers it is sufficient to have records stored electronically on Minute Menu. All participants must keep copies of annual child enrollment forms for 3 years.

REVIEW OF THE MONTHLY CLAIM

After monthly menu, attendance records, and reimbursement sheets, are submitted, CACFP participants will have an opportunity to review a report which summarizes meals/snacks claimed and approved. For participants who submit paper menu/attendance forms a claim summary report will be mailed for their review. For participants who submit via the web, the claim summary report is available on Minute Menu by clicking on "review claims". The claim summary report will show which meals/snacks have been denied reimbursement. In some cases an adjustment may be requested.

REIMBURSEMENT TIMELINE

CACFP participants will submit their monthly menu, attendance records, reimbursement sheets, by the 5th of the following month. The reimbursement check will typically arrived in the participant's mail 4-6 weeks after the monthly records have been submitted. For example:

Menu/Attendance Records for Month of	Menu/Attendance Submitted by	Reimbursement Check Received
January	February 5 th	February 26th
February	March 4 th	March 25th

Menu and attendance records which are received after the 5th of the following month will result in delayed reimbursement.

HOME VISITS

CACFP participants will receive a minimum of three home visits each year. At least two of these visits must be unannounced. Home visits will occur during the participant normal hours of operation.

If the child care is open and children are present, the participant, assistant or substitute must allow representatives from the JCEO, the NYS Department of Health, or the USDA into the home to monitor CACFP records and a meal service.

CACFP participants are expected to contact the Day Care office at the JCEO if the child care will be closed or the meal or snack will be served in a location other than the child care. If a home visit is conducted at the normal meal/snack time and the monitor finds no one in the home, there will be no reimbursement for that day unless the JCEO was notified in advance.

A CACFP Home Visitor Expects to Find:

1. Menus, attendance records, and reimbursement sheets are up to date through the end of the previous day.
2. The meal or snack that is being served meets CACFP requirements.
3. The number of children present is within the provider's legal capacity and is similar to recent attendance patterns.
4. Basic health and safety standards are met.

Any lapse in a CACFP participant's menu, attendance records, and reimbursement sheets will result in a loss of reimbursement of the undocumented period of time. Unsatisfactory home visits may result in a participant being named seriously deficient in his or her participation in CACFP and being placed on a corrective action plan. Health and safety as well as legal capacity violations will be reported to the appropriate regulatory agency.

When a CACFP participant submits menu and attendance records for a month during which there was a home visit, the records will be compared for accuracy. Meals and snacks recorded by the participant where foods served and/or children present are different from what the monitor observed will be denied reimbursement.

FAILURE TO MEET CACFP REQUIREMENTS

The following are examples of reasons that CACFP participants would be declared seriously deficient in their operation of CACFP.

1. Submission of false information on CACFP applications and forms
2. Submission of false claims for reimbursement
3. Simultaneous participation under more than one sponsor
4. Non-compliance with the CACFP meal pattern
5. Failure to keep required records
6. Conduct or conditions that threaten the safety of children in care, or the public health or safety
7. Legal conviction of activity that indicates a lack of business integrity
8. Any other circumstance related to non-performance under the agreement (DOH-3821), as specified by the sponsor of NYS CACFP (e.g., policies related to CACFP) for example, not attending annual training.

If a CACFP participant is found to be seriously deficient in their operation of CACFP they will be notified via a certified letter which will outline all areas of non-compliance and the actions that must be taken to correct the deficiencies. A determination of serious deficiency may not be appealed. The participant will be given 30 days by regulation to fully and permanently correct all of the serious deficiencies and to submit documentation of their corrective action plan. If the participant corrects the deficiencies he or she will be informed that the corrective actions taken are acceptable and notice of serious deficiency is deferred.

When a participant has been sent a Serious Deficiency Notice, and he or she fails to permanently correct the serious deficiencies and submit documentation, the JCEO will send a notice to the participant via certified mail which will propose to terminate the participant's agreement and disqualify the provider from participating in CACFP for 7 years. A participant may request an appeal of the proposed termination and disqualification within 15 days of receipt of the notice. If a participant does not request an appeal with 15 days of receipt of the notice of proposed termination and disqualification, JCEO will issue a final notice of termination and disqualification.

SUSPENSION FOR HEALTH AND SAFETY VIOLATIONS AND PROCESS

If a home inspector finds a situation that she/he feels presents a situation where there is imminent danger to the health and safety of the children in the child care home the home inspector can immediately suspend the provider.

The sponsor will inform the CACFP State Agency that a serious deficiency has been found that creates an immediate threat to the health and safety of the children in the child care home.

The imminent threat to the health and safety of the children in the child care home is the only "Serious Deficiency" that prohibits the provider from providing a Corrective Action Plan to remedy the situation.

The provider will have the right to appeal such a finding. The provider has the right to appeal within 15 days of receipt of notice. If the provider does not request an appeal, the process ends when the 15 days have elapsed and the sponsor issues a notice of termination and disqualification.

INDIVIDUAL PARENT HOLIDAY SIGN-IN FORM

Holiday, Weekend, or School Vacation Schedule

C4. Schedule the Provider is open

Check if the same as Usual Schedule:

Time Open: _____

Time Close:- _____

C5. Select the Holidays the Provider is closed

_____ New Year's Day – January 1st

_____ Thanksgiving Day – observed 4th Thursday of November

_____ Martin Luther King Day –
Observed 3rd Monday in January

_____ Christmas Day – December 25th

_____ President's Day – observed 3rd
Monday in February

_____ Good Friday – Friday before Easter

_____ Memorial Day – observed Last
Monday of May

_____ Rosh Hashanah – in Sept. or October

_____ Independence Day – July 4th

_____ Yom Kippur – in Sept. or October

_____ Labor Day – observed 1st
Monday in September

_____ Passover – 1st two days and last two days
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