

Child Care & Nutrition, Inc

Program Policy Guide

<i>Policy</i>	<i>Policy Description</i>
ALL Children! It's their Civil Right	All children must have access to the benefits of the CACFP, including infants! Providers MUST offer the program and supply qualifying formula & food to the infant (under 1 year). Parents can sign a formula statement and supply their brand of Iron-Fortified Infant Formula (provider must still supply infant foods if they request). A child's ethnic and racial identity must be noted on the enrollment. <i>Information is confidential and used for statistics only</i>
Appeals	Providers may appeal by phone, and/or in writing, any action that results in reduction of claims, reduction in tier status, and other issues, including but not limited to termination of the home from future participation on the Child and Adult Care Food program
Application Information	Meals & snacks checked on the annual application with times are the only meals the provider can claim for reimbursement for the fiscal year. If there are any changes to your schedule and meals or snacks are going to begin being served which weren't previously , then we need a note to document your requested change to meals and snacks normally served.
Enrollment New Effective dates	Enrollments must be in the office for new children at the time we process the claim in which they first appear. Enrollments are effective from the later of two dates: Beginning date of care <i>OR</i> the <i>first day</i> of the month <i>in which</i> the parent signed the enrollment form. It is effective for 12 months after that date. <i>Must include usual days in care and meals served.</i>
Enrollment RENEW	Each September a packet of <i>specialty printed enrollments</i> will be mailed to all CCNI providers these enrollments are dated for October 1 to September 30 of the following year. They can be signed by the parents and sent by providers in September, October, or November (<i>WITH</i> the October claim). They will be effective from October 1-September 30 and will be reviewed by monitors at each home visit. Providers may still update enrollments online through CCNI's website if they wish, however, since those forms are not pre-dated, they must be <i>signed by the parents in October only to qualify as a renewing enrollment for the new fiscal year.</i> <i>Must include usual days child is in care and usual meals and/or snacks served on those days.</i>
Forms Reviewed at home visits Menus & Meal counts must be kept daily	<ol style="list-style-type: none"> 1. Menu forms (complete up to the day before the visit) 2. Meal count forms (complete up to the day before the visit) 3. Current enrollment forms (completed within the year) 4. Current agreement signed with CCNI (Most updated version) 5. DHS License and effective dates (current license class & not expired) 6. Letters/notices from the office for review and discussion 7. Past record storage (where the past three years of records are kept) <p>Review and read all the information on the home visit form prior to signing it.</p>
Home Visit Policies	<p>Participating providers must receive at least three home visits per year.</p> <ol style="list-style-type: none"> 1. At least two of the three visits must be unannounced. 2. At least one unannounced home visit must be conducted at a mealtime. 3. Not more than 6 months may elapse between reviews. 4. Any staff conducting reviews must have photo identification. 5. The reviews must be held during the facilities normal hours the provider is operating. 6. Providers must notify CCNI in advance whenever they plan to be out of the home during an approved meal service for a claimed meal. The following prior notification methods are approved to accomplish this: <ol style="list-style-type: none"> a. Call the office or Call the Regional Director and leave a message b. Email the office or Email the Regional Director c. Plan ahead with your calendar and give to your Regional Director d. Use the code system of Window Clings to indicate where you have gone. Simply place the appropriate cling in the door where your Regional Director will find it, easily. <ul style="list-style-type: none"> • The window cling codes are as follows: • Bear with tree = park outing • Bear with books = library outing or school function • Bear with prescription symbol = medical reason for not being home
Maximum Meals /Snacks allowed per day	You can claim a maximum two meals and one snack per child OR one meal and two snacks per child per day. Meals include breakfast, lunch or supper. Snacks include am snack, pm snack or evening snack.

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Moving or License expiring	Providers may continue to participate on the Child and Adult Care Food Program as long as they maintain a valid license. Providers whose licenses will be expiring, or providers moving from their original licensed location, are considered in compliance if licenses are renewed within 6 months. However, we must receive verification or notification from the licensing authority prior to submitting a claim after a move occurs or the license expires.
Overnight Care	Children in care for extended stays with providers (more than 24 hours) cannot be claimed on the program. Shift work parents who work through the night but leave children in care less than 24 hours is acceptable. In some cases, emergency overnight care can be claimed. <i>Contact CCNI to find out specifics on “emergencies”</i> Examples of overnight care that is <u>not allowable</u> for claiming on the CACFP <ol style="list-style-type: none"> 1. Grandchildren staying overnight ...do not claim 2. Parents on vacation ...do not claim 3. Daycare children staying as a friend of provider’s own ...do not claim
Parent Verifications	Each home selected will have a verification form sent to the parents of the children enrolled and participating at meals and snacks in the home to confirm services for that month. The information provided by the parent will be checked against the provider’s menus and meal count records. If there are any discrepancies between the parent information and the records of the provider, the provider will be contacted and, if necessary, adjustments will be made.
Provider Notes	Send in notes with claims monthly on: <ol style="list-style-type: none"> 1. Days school aged children are in care instead of in school during the school year 2. Days meals and split shifts served 3. Own children absent during the month 4. Holiday schedule if open for care 5. Overnight care of children whose parents work night shifts 6. Approved meal/snack changes to application 7. Helper’s name and dates present each month (C3 Licensed providers only) 8. Other notes like changes in license capacity (send copy of license), moving to a new home, sending new enrollments included in mailing, inactive dates planned, and/or requests for more forms.
Record Retention	You must keep copies of your records for three years. Most recent year’s records must be onsite & past two years can be stored offsite if accessible within 24 hours.
Reimbursement timelines!	Claim postmarked by the 3 rd of the month or received by the 5 th will receive payment with the first batch of claims that month. Claim postmarked before the 11 th or received by the 13 th will receive payment with the second batch of claims that month.
Tier I and Tier II Reimbursement Rates	Providers may qualify for Tier I (higher reimbursement rate) or Tier II (lower reimbursement rate) depending on: <ol style="list-style-type: none"> 1. Area is considered eligible for Tier I according to census or school data 2. The provider qualifies according to Household Income Guidelines for Tier I rates according to personal income 3. Individual families enrolled in the child care program qualify according to Tier I or Tier II rates according to their personal income
Training	Every provider must receive training in the areas of Program meal patterns, Meal counts, Claims submission and Review procedures, Record keeping, Civil Rights and Program reimbursement system annually. Failure to complete required training will place provider in Serious Deficiency Status with possible termination from the program.
Variances	If you receive a temporary variance, please ask your licenser to provide the following information: <ol style="list-style-type: none"> a. Effective dates, beginning and ending. b. Age category to be increased, such as infants, toddlers, preschool or school age AND if this increases the total number of children in care. We need to know if the total numbers are limited to actual license capacity. c. Specify if the variance is written for a child who is moving from one age group to another. d. Please state the name of the child(ren) for which the variance is written. Identifying the child for whom the variance is needed is the best way to track and understand it.