

USDA CHILD AND ADULT CARE FOOD PROGRAM
(CACFP)

Child Nutrition, Inc., Sponsor

9 N. 3rd Street, Suite 100, P. O. Box 3364, Warrenton, Virginia 20188

1-800-735-5434 or 540-347-3767

www.cni-usda.org

Policies

LICENSE:

In order to apply and/or participate in the USDA Child and Adult Care Food Program (CACFP), providers must have a current State License, Voluntary Registration Certificate or a Permit from a local agency. REMINDER: Approval to participate and be reimbursed for meals/snacks expires the same time that your license/certificate expires. **Child Nutrition, Inc. (CNI) cannot reimburse for meals/snacks once a license/certificate has expired.** It is your responsibility to start the renewal process for your license/certificate prior to the expiration date. CNI recommends starting the renewal process at least two (2) months ahead of the expiration date.

Providers are ultimately responsible for all program operations and paperwork. It is understood that information provided on the application is being given in connection with the receipt of federal funds. **All information must be accurate and kept current.** Notify Child Nutrition, Inc. (CNI) when any change in name, address, household size, phone number, time of meals served, license or certificate takes place.

Move Policy: A provider may only be reimbursed for meals served at an **approved** facility. If a provider moves, a new USDA Application and Sponsor/Provider Agreement needs to be submitted with a new certificate/license before any further meals/snacks are reimbursed. Providers have 60 days to complete the process in order to make the deadline for the adjusted claim. Contact CNI as soon as you know you are moving in order to prevent extensive delays in your reimbursement. The effective date of the new certificate/license will be the first day that CNI can reimburse for meals/snacks at the new address.

CAPACITY:

The number of **day care children** you claim for any meal/snack cannot be more than your approved capacity documented on your license or certificate. This capacity does not include your own children or other children who live in the home. All day care children can be claimed until they turn 13 years of age. Your own children can be claimed only if they meet the requirements for Household Income Eligibility. It is very important that you are **never over capacity at any time**. CNI will not reimburse for any meals/snacks served over the approved capacity. In addition, CNI is obligated to report to licensing, Voluntary Registration or local approval agencies if a provider is found to be over capacity.

INCOME OF CATEGORICAL (AREA) ELIGIBILITY:

You can be reimbursed at the higher rate (Tier 1) for meals and snacks if you are eligible by category or income. That determination is made by (1) the location of the provider's home, (2) the household income of the provider, or (3) the household income of enrolled children.

An **Income Eligibility Application** form is required to determine if (1) the provider is eligible for Tier 1 reimbursement because of income and (2) if the provider can claim her own children. Provider's own children may be claimed only if the household meets income guidelines, the child is 12 years of age or younger, and if other enrolled children are present at meal time. In order to qualify by income, providers **must** provide supporting documentation of **all** household income. This documentation may include the 1040, Schedule C, child support letter, or any other claimed income on the Income Eligibility Application to validate proof of household income.

KidKare (www.KidKare.com)

CNI offers the KidKare Software at no cost to all providers. KidKare runs on any mobile device with an internet connection. Everything you need to manage your business can be found within the software. The software is user friendly and there are specific instructions for each task within the software. You may contact CNI anytime for your login and password. All providers have access to view their information in the software. Please refer to <https://help.kidkare.com/help> for additional support and guidance.

CHILD ENROLLMENT FORMS:

The provider completes the top portion of the enrollment form and the parent/guardian completes the bottom portion. Please encourage parents/guardians to complete the section that includes Ethnicity and Race. If the parent/guardian refuses, advise them that you will do it for them. The USDA Child and Adult Care Food Program must be offered to all children in care regardless of race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

The white copy of the enrollment form is to be sent to Child Nutrition, Inc. **within five (5) days** of a child being enrolled. Children should not be participating on the program without approval from their parent/guardian. Failure to submit an enrollment in a timely manner could result in a loss in your reimbursement.

The yellow copy is to be kept by the provider and should be readily available for review whenever visited by a USDA Official or representative from Child Nutrition, Inc. When a child leaves the program, write the date of the child's last day on the bottom of the yellow copy and send the yellow copy to CNI.

The pink copy is to be given to the parent/guardian to keep for their records. The provider is required to give each parent information about the Building for Future Flyer and WIC. This information is on the back of each enrollment form.

Providers are required to offer one brand of formula to all infants. Should the parent choose to use another brand, the parent is required to supply the formula. When developmentally ready, providers must provide infant cereal and other foods based on the CACFP meal pattern. Make sure the infant section at the bottom of the enrollment form is complete whenever the enrolled child is under the age of one.

You may claim only children who have a child enrollment form in our office. Children will not be activated prior to receiving an enrollment form that has been signed and approved by the parent/guardian. Please be sure to complete all sections of the enrollment form. Enrollment forms with missing information will be returned to the provider.

Enrollment Renewal Reports: All enrollment forms are renewed annually. Each year providers will receive an Enrollment Renewal Report. For each child enrolled, the parent/guardian must review the information pertaining to their child, make any needed changes, sign and date the form. The provider will be given a deadline to return the report to CNI. Any child that does not have a parent signature and date will be withdrawn. If the report is not returned, all children will be withdrawn.

****Enrolling Children Online**** When you begin taking care of a new child, you may enroll that child in KidKare.com. By enrolling that child in KidKare.com, you will also enroll that child in the CACFP, so you will receive reimbursements for each allowable meal that child receives while in your care. Specific instructions for enrolling a child are located within the software. You are still required to complete the enrollment form provided by CNI. As instructed above, mail the white copy to CNI, give the pink copy to the parent/guardian and keep the yellow copy for your records. Please check the appropriate box on the upper right corner of the enrollment form letting CNI know if you have already entered the child's enrollment or if you would like CNI to enter the enrollment information. Children entered online will not be activated until CNI receives the white copy of the enrollment form signed and dated by the parent/guardian.

BUILDING for the FUTURE Flyer:

The blue Building for the Future Flyer needs to be posted in your daycare in a place that is accessible to your child care parents at **all times**.

ATTENDANCE:

USDA reimburses you each month according to the number of creditable meals/snacks served to enrolled children in your family day home. The daily attendance that you record in Kidkare.com is very important. It is a **legal document** given in connection with the receipt of federal funds to assist with food costs. Your electronic signature indicates that the information you provide in Kidkare.com is true and accurate.

The attendance must be recorded daily. Meal counts that are not recorded daily will not be reimbursed. Attendance records must accurately show each meal/snack served to each child individually. **Never fill out the attendance ahead of time.**

You will be reimbursed for no more than three meals per child per day, and if claiming three, one must be a snack. All meals/snacks claimed will be included on your Tax Report.

Attendance and menus must be received by CNI by the 5th working day of each month to ensure reimbursement on time. Those received later will be processed within 60 days of the claim month.

Effective October 2019: Meals/Snacks will NOT be reimbursed on the following Holidays: January-New Year's Day, May-Memorial Day, July-Independence Day, September-Labor Day, November-Thanksgiving Day, December-Christmas Day.

CNI does conduct home visits in the evenings and weekends. Any provider who claims dinner and/or any meals or snacks on weekends (Saturday / Sunday), will be subject to a home visit during those times. You must contact CNI in advance if you will be out with the children during a mealtime on the weekend or in the evening.

Household Contacts: CNI is required to contact two (2) percent of participating provider's parents/guardians each month in order to help ensure the integrity of the Child and Adult Care Food Program. This allows CNI to address any concerns that a parent/guardian might have and it is also an opportunity for parents/guardians to acknowledge providers for serving healthy meals/snacks in a safe and happy environment. Please let your parent/guardians know that they might receive a survey or a phone call from CNI and encourage them to respond accordingly. If CNI receives a household contact back from the post office as undeliverable, the provider will be notified and will need to submit a new updated enrollment form to CNI, or the child will be withdrawn.

****Important**** Providers claiming online must keep written records if they are not able to log on to a computer each day. In KidKare.com you can go to Reports → Select a Category / Worksheet → Select a Report / Weekly Attendance Worksheet → Select a Date → Run and print the form to help with keeping records on paper when needed. All written records must be retained for three (3) years. The written records are the first point of entry - Do not discard your written records after transferring the information to the computer.

MENUS:

A planned menu showing the foods served must be displayed in the home **at all times** in order for the meals to be reimbursed. **Infants** must have separate menus. Meals/snacks listed on the menu must show all required food components for the meal/snack to be counted. You must serve exactly what is listed on the menu or write down the substitute food served. Menus must have a **date** for when the food was served; only meals/snacks that have a corresponding menu date can be reimbursed.

MEAL REQUIREMENTS (REGULAR MENU):

We cannot credit meals or snacks that do not meet USDA requirements:

- Breakfast needs to contain: Milk, Fruit or Vegetable, Grains or Bread, Meat/Meat Alternate (to replace grain up to 3 times per week)
- Snacks need to contain **two of the five different groups**: Milk, Meat or Meat Alternate, Grains or Bread, Fruit, Vegetable
- Lunch and Supper needs to contain: Milk, Meat or Meat Alternate, Grains or Bread, Fruit, Vegetable (Note: two different vegetables may be served / only one fruit may be served)

*Serve whole milk to children 1 to 2 years old. After 2 years of age children must be served fat-free (skim) or low-fat (1%) milk to be in compliance with CACFP, unless there is a medical statement from a health professional.

Water must be made available to children throughout the day and at mealtimes.

Look over your menu carefully before submitting it to the office. A child that is on a special diet must have a doctor's note in his/her file. For additional information in regards to serving sizes and creditable meals/snacks, please refer to the Food Buying Guide for Child Nutrition Programs that is provided on our website.

(www.cni-usda.org / Forms & Documents / Food Buying Guide for Child Nutrition Programs)

INFANT MEALS:

CNI has two pre-planned sample menus for infants. One is for newborn infants through 5 months; the second is for infants 6 months through 11 months old. The younger infant menu lists only formula or breast milk. Child care homes participating in the CACFP **must offer meals to all children in their care – including those under the age of 12 months**. Homes must offer at least one creditable infant formula. The caregiver must always offer a complete developmentally appropriate meal to all infants enrolled for care. Parents have the option of bringing their own breast milk or formula; however, they must be made aware of the formula that the facility will offer and that this is available for their child. In addition, parents may choose to breast feed at the home daycare. This information is to be provided on the child enrollment form for all enrolled infants.

All infants' birth through 11 months of age must be given iron-fortified formula or breast milk. Juice, cheese food or cheese spread are not creditable for infants and will not be reimbursed. USDA will reimburse for breast milk that is supplied by the parent and served by the provider to the infant or if the parent chooses to breast feed at the home daycare.

Infants 6 months through 11 months have additional food components required when they are developmentally ready. All components must be served for the meal to be counted. Indicate whether you are serving formula or breast milk and list the infant cereal, type of protein, fruit or vegetable (example: peaches, beef, etc.) that is being served. Babies who are 6 months through 11 months old may begin to eat regular table food as long as table food is suitable for them and fits into their infant meal pattern. Do not put an infant on the regular menu until the child is one year old. Menus for older children include food that is **NOT** appropriate for infants. Keep in mind that combination dinners (Example: meat/vegetable dinners, meat dinners, and dehydrated dinners) are not creditable.

All infants' names must be listed on the menus submitted to CNI and the provider must certify that she has met the USDA requirements to receive reimbursement for infant meals and snacks. Make sure you use the correct infant menu for the age of the infant you are claiming. Infants turning one year old need to be put on the 12 month through 12 year old menu starting the day they turn a year old.

CIVIL RIGHTS

Providers must agree to serve meals/snacks without regard to race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Providers are also required to receive a Civil Rights training once a year. In addition, providers are required to provide each child's race and ethnicity to the best of their knowledge on the enrollment forms if the parents do not provide that information. Advertising that promotes a provider's day care home to the public and their involvement in CACFP **must** include the following civil rights statement in full:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

If the material is too small to permit the full statement above to be included, the material will at a minimum need to include the statement (in print size no smaller than the text):

"This institution is an equal opportunity provider"

HOME VISITS:

USDA requires that sponsors conduct monitoring visits with CACFP providers at least three times a year. New providers have a training visit and a 28-day follow-up monitoring visit to make sure all requirements are in place. Afterward, CNI visits at least three times a year **unannounced**. On these visits, we will need to see a main meal or a snack being served, check your recordkeeping and paperwork, complete a home review form, and answer any questions you may have. USDA officials and other authorized officials may visit your home during your regular hours of operation and must show picture identification. Providers must always be prepared: Be ready to show the visitors (1) attendance records and menus that are completed for the meals and snacks served, (2) enrollment forms for all children, (3) the application and training certificate and agreement form that authorizes you to participate with USDA.

Attendance, meal counts and menus not readily available upon arrival of a home inspector or USDA Official will **not** be accepted. All meals and snacks served prior to the visit will be disallowed and not reimbursed.

Notify Child Nutrition, Inc. in advance whenever you are planning to be out of the home during mealtime. If this procedure is not followed and an unannounced review is conducted, claims for meals that would have been served during the unannounced review will be disallowed on the first attempt. On the second attempt, meals/snacks for the day will be disallowed. On the third attempt, meals/snacks for the week will be disallowed.

MANDATED ANNUAL TRAINING:

In order to maintain your approval status with USDA CACFP, you must either receive an annual training at home or attend one of CNI's scheduled group trainings. You will be notified in advance of the training schedule. Annual Training is required in order to remain in compliance with the USDA Child and Adult Care Food Program.

RECORD MAINTENANCE:

Each day care home must maintain documentation of each child's signed enrollment and must maintain daily records of the number of children in attendance and the number of meals, by type (breakfast, snack, lunch, dinner), served to enrolled children. These records must be kept for three years after the date of submission of the final claim for the fiscal year to which they pertain. (Fiscal Year for CNI is October to September)

Providers must only maintain and have on hand for immediate review records of attendance, enrollment, meal counts, and menus that support their program activities for the current month, as well as the previous twelve months of operation. The remaining two years of records may be stored offsite; however, they must still be in control of the provider and accessible within a reasonable amount of time. Records can be kept in hard copy or electronic format, provided they are readily available to reviewers. Failure to maintain such records will be grounds for the denial of reimbursement.

SERIOUS DEFICIENCY:

Agreements can always be terminated for either cause or convenience.

- Termination for cause means termination of a home's agreement due to the home's violation of the agreement. Termination for cause is initiated by the sponsor, not the provider.
- Termination for convenience means termination of a home's agreement for reasons that are not related to either the provider's or sponsor's performance of CACFP responsibilities. Either the sponsor or the home can take this action. Provider's terminated for convenience will not be placed on the National Disqualified List (NDL) after their agreement is terminated.

The NDL is a list maintained by the United States Department of Agriculture, which includes contractors, responsible principals and responsible individuals, and day care home providers disqualified from participating in the CACFP. While on the NDL, a provider is not eligible to participate in the CAFPP as a day care home provider, or as a principal in any CACFP organization or facility. The provider will remain on the list for 7 years after the disqualification unless Child Nutrition, Inc. and the Virginia Department of Health Division of Community Nutrition determines that the serious deficiencies have been corrected. Exception: If a provider owes a debt to the CACFP, the provider will not be removed from the NDL until the debt is paid.

Serious Deficiency Process:

1. The serious deficiency determination.
2. The serious deficiency notice.
3. The opportunity for corrective action.
4. The notice of proposed termination and disqualification.
5. The notice of termination and disqualification.

Serious deficiencies which are grounds for disapproval of applications and for termination include, but are not limited to, any of the following:

- Submission of false information on the application;
- Submission of false claims for reimbursement;
- Simultaneous participation under more than one sponsoring organization;
- Non-compliance with the CACFP meal pattern;
- Failure to keep required records;
- Conduct or conditions that threaten the health or safety of the child(ren) in care, or the public health and safety;
- A determination that the principals have been convicted of any activity that occurred during the past seven years that indicated a lack of business integrity, including fraud, antitrust violations, embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements; receiving stolen property; making false claims; obstruction of justice; or any other activity indicating a lack of business integrity as defined the State Agency, or the concealment of such conviction;
- Failure to participate in annual training, and
- Any other circumstance related to non-performance under the Sponsor/Provider agreement.

Once a notice of serious deficiency is issued, it can result in only two possible outcomes:

1. The provider corrects the serious deficiency within the period allotted for corrective action; or
2. The provider does not correct the serious deficiency and the sponsor proposes termination of the agreement for cause and disqualification of the provider.

This to certify that _____ has been trained on the policies of Child Nutrition, Inc.
(Provider Name Printed)

and has demonstrated an understanding of the requirements.

Field Specialist Signature

Date

I certify that I have received training for participation on the USDA Child and Adult Care Food Program from Child Nutrition, Inc. I have received a copy of the policies and agree to comply. I further certify that I have not been terminated from CACFP participation for cause in Virginia or any other state.

Provider Signature

Date