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**4-C Child and Adult Care Food Program**
**SPONSOR/PROVIDER AGREEMENT REVIEW: 4-C CACFP POLICIES AND PROCEDURES**

All CACFP participants are required to follow the CACFP Agreement between Sponsoring Organization and Day Care Home (PI-1425). Below are specific 4-C CACFP policies that further explain the program requirements. For the full agreement, please refer to your signed copy of PI-1425.

***PI-1425:*** *Serve meals to enrolled children without regard to race, color, national origin, age, sex or disability. (This applies only during the home's official hours of business as a child care facility). All children enrolled for child care must also be enrolled in the CACFP.*

## LICENSE OR CERTIFICATION

***PI-1425:*** *Provide documentation that Provider's home is currently licensed as a family day care center, registered or certified as a family day care home, or approved in accordance with local day care regulations, and promptly inform 4-C of any changes in the home's license or certification approval status.*

Child care must take place in the regulated facility. Changes (i.e. days or hours of care, ages of children, address) in your regulation require a new license/certificate sent to the 4-C office and will be implemented on the date the documentation is received in the 4-C office. It is your responsibility to keep the 4-C CACFP Office informed of any changes in regulation. Only regulated providers are eligible to participate in the CACFP.

## PARENT NOTIFICATION OF THE CACFP

***PI-1425:*** *Provide the parents or guardians of enrolled children with information that describes the CACFP and its benefits (parental notification flier).*

If you claim online, you are required to print out the Parent Start-Up Guide that was emailed to you by the 4-C CACFP and provide each family in your care with a copy of the forms upon enrollment. If you claim on paper, the 4-C CACFP will supply you with copies of the necessary forms.

## CHILD ENROLLMENT

***PI-1425****: Maintain enrollment information and promptly submit CACFP child enrollment forms for any new child(ren) in care. Promptly notify 4-C when a child(ren) is no longer in care. Submit additional Program documentation (for example, 4-C special diet form, verification of special needs, etc.) as required by 4-C.*

USDA regulations require written documentation of specific days and times that a child is in care. For example, if a school aged child arrives for Breakfast, leaves for school and returns for PM snack, this time must be noted on the enrollment form. If times and days change, you must alert 4-C CACFP to the change. Enrollment forms must be renewed annually with specific times/days of attendance along with parent contact information and signatures.

## MEAL SERVICE

***PI-1425:*** *Prepare and serve meals at no charge which meet the meal pattern requirements for the ages of children being served as specified in program regulations.*

All meals/snacks served must meet current USDA meal patterns (including types of foods, portion sizes, CN labels, etc.). Any deviations from the meal pattern must be supported by documentation (Diet Statements, parent preference, etc.).

## MENU AND ATTENDANCE RECORDS

***PI-1425****: Maintain on a daily basis records of attendance, menus and the number of meals by type and child name (or designation) that are served to enrolled children. (Menus and the number of meals served by type and child name (or designation) must be recorded by the end of each operating day.)*

Menus must be completed through the last meal service of the previous day. For example, if your Nutrition Specialist conducts a review during breakfast on Tuesday morning, your menus and attendance must be completed through the last meal you served on Monday, or during the last day you did care. If you claim online, your computer must be available at the time of the visit. If the computer is inaccessible, menus and attendance must be recorded on paper and available for a home review.

Attendance forms or calendars will only be accepted for meal counts if you actually indicate B (breakfast), AM (morning snack), L (lunch), PM (afternoon snack), D (dinner), EVE (evening snack) for each child.

## CLAIM SUBMISSION

***PI-1425:*** *Make meal count and menu records available to 4-C by the 5th day of each month.*

Menus must be received in the 4-C CACFP office by the 5th of the month. If you claim online, you must submit your claim by the 5th of the month. If you mail in paper menus, they must be received in the office by the 5th of the month.

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## HOME REVIEWS

***PI-1425**: Allow representatives from 4-C, USDA, DPI and other State and Federal officials to make announced and unannounced visits to the Provider's home to review the meal service and Program records during the home's official hours of business as a child care facility.*

**4-C CACFP Visit Procedure**: At least two of the three annual visits will be unannounced. The Nutrition Specialist will observe

a meal or snack on at least one of the unannounced visits. Nutrition Specialists will review 5 consecutive days during the current and/or prior claiming period determining that the number of children recorded and type of meals claimed are consistent with the observed meal or snack. If menus or attendance are not up to date, the meals will be deducted and corrective action will be noted.

## AVAILABILITY FOR VISITS

***PI-1425:** Notify 4-C in advance whenever the provider is planning to be out of their home with the children during the approved meal service periods. If the Provider fails to notify the sponsor and an unannounced review (home visit) is conducted when children are not present in the day care home, a claim(s) for meals that would have been served during the unannounced review (home visit) must be disallowed for CACFP reimbursement by 4-C.*

You can alert your 4-C Nutrition Specialist via e-mail, phone call, voicemail, or text of the specific days and times you will not be home during your regular day care hours. If you cannot reach your Nutrition Specialist, you can call the 4-C CACFP office. Notification **must** be made by 8:00 a.m. on the day you will not be available.

## ANNUAL RECORDKEEPING REQUIREMENT

***PI-1425:** Complete annual training session(s) as required by 4-C. Failure to complete annual training by September 30 will result in a Corrective Action requiring completion in 60 days before a declaration of "Serious Deficiency".*

## FINDINGS/OCCURRENCES

If it is determined that you are not following any part of the CACFP Agreement, this will be noted as a "finding". (For example, records not up to date, meal pattern not met, not available for home visits). If repeat findings are determined within the same 24 month period, there will be escalated consequences based on the frequency of occurrence.

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| **All** Findings | Finding will be recorded. Meals/snacks will be deducted. |
| **2nd** Occurrence | A letter will be sent from the CACFP Manager to the provider informing him/her that this is the second occurrence and reminding them of the 4-C CACFP policies. |
| **3rd** Occurrence | A letter and Improvement Plan will be sent from the CACFP Manager to the provider. The Improvement Plan will be signed by the provider and returned to 4-C. If the provider does not remain in compliance with the Improvement Plan, they may be declared seriously deficient. |
| **4th** Occurrence | A provider may be declared seriously deficient in the CACFP. A corrective action plan must be filed by the provider. If the corrective action plan is not adhered to and the serious deficiency has not been corrected, permanent termination from the CACFP can occur. |