



Rules and Information for Participation in the Child and Adult Care Food Program (CACFP)

The basics...

To be eligible for reimbursement you must have:

- completed the annual CACFP training requirement
- completed a pre-approval visit from 4C
- a signed “*Agreement between Family Day Care Provider and Sponsoring Organization*”
- a current and valid Professional Type B Home Certification, Type A license, foster care license or certification, or Type B Limited Certification (agency inspected only)
- completed enrollment forms for children you are caring for, (available during your pre-approval visit)
- documentation of daily meals, menus, and attendance in accordance with CACFP program requirements

Home Visits

- Home visits may or may not be announced.
- At least three home visits per year will be conducted by 4C during the provider’s hours of child care operation to verify meal service and check record keeping.
- Two home visits per year must include observation of some segment of meal or snack preparation, or food consumption.
- The provider must be at home during scheduled hours of care, unless 4C is notified of schedule changes. This includes notification for variations in schedule such as field trips, vacations or errands. **Changes may be sent into the office at the beginning of each month or as they occur on the Program Change Form.**
- If a meal or children cannot be verified during a visit, that meal cannot be reimbursed for that day.

Menu and Attendance Forms

- Attendance forms (meal participation records) must be recorded at or near the time of a meal service. They may not be filled out in advance.
- Menus may be completed in advance.
- Menu/attendance forms are due to 4C by 5:00 pm on the 5th of the month. Menu and attendance forms received after 5:00 pm will be stamped for the next business day.
- Online menu/attendance and Child Information Form (CIF) submission is due by the 3rd of each month. If the CIF form is submitted after the 3rd, the claim will be processed as late.
- If menu forms are damaged or lost, there will be a \$2.00 charge for a new pack of menus.
- Only two meals and one snack, or two snacks and one meal may be claimed per child per day.
- All meal pattern requirements must be met for a meal to be reimbursed.
- Restaurant meals may not be claimed on the nutrition program.
- All menu/attendance forms must be kept in the home where child care is being provided.
- Parents or an authorized family member must sign Child Information Form (CIF) at the end of each month. (The provider cannot sign or initial for the parent).
- Meal times must be recorded on the Child Information Form (CIF) and must be consistent with the actual serving time. The home specialist will make most home visits based on your serving times and will expect to see either meal preparation or meal consumption.

Infants

- Infants must receive iron-fortified formula or breast milk until their first birthday.
- All children under the age of one must be listed on the infant menu. Meals are recorded on that form until the child's first birthday.
- For infants zero through three months old, family child care providers can claim reimbursement for meals containing parent provided breast milk or iron-fortified infant formula (**whether supplied by provider or parent**) and served by the provider.
- For infants four through seven months who are NOT developmentally ready for other foods, family child care providers can claim reimbursement for meals containing parent provided breast milk or iron-fortified infant formula (**whether supplied by provider or parent**) and served by the provider.
- For infants four through seven months who are developmentally ready for other foods, and for infants eight through eleven months of age, family child care providers must serve **all** meal components for the age group (**at least one of the meal components must be supplied by the provider**), in at least the minimum quantities specified in the meal pattern, for the meal to be reimbursable.

Enrollment of Children for CACFP Meal Reimbursement

- To claim a new child in your program, an enrollment form must be received by 4C before that child can be claimed on the program.
- Enrollment renewals must be done annually for participating children. These will be requested by 4C.
- Children can remain on the program until their thirteenth birthday. Unless you have an IEP form from their elementary school on file with 4C.
- Please use the Program Change Form when notifying 4C that a parent has moved, changed his or her name, or changed a child's name, or changed meal times.

Agreement Form

- The agreement form is known as the “*Agreement between Family Day Care Provider and Sponsoring Organization*”.

The form outlines the rights and responsibilities for 4C and you. The agreement includes basic program rules and regulations for participation in the CACFP program.

Health and Safety

- A provider's home should be safe and free of hazards. Food preparation and serving areas must be kept clean and providers must follow good hygiene practices such as hand washing.
- See the separate document titled, *Safety and Sanitation Checklist* for an outline of basic requirements.

Training

- Family child care providers must attend one mandatory approved nutrition training workshop per year. 4C will inform you of yearly training opportunities.
- Failure to complete annual training will result in intent to terminate off the program. See corrective action section.

Participation of a Provider's Own Children or Residential Children

Requirements

- Providers may claim for their own children **only if the provider is income eligible and has an IEA application on file with 4C.**
- Providers claiming their own children must complete an application annually.

- Non-residential children must be present and receiving a meal or snack for a provider's child to be claimed.

Other important information to know

Getting Paid

- Your menus for the month are due to 4C by the 5th of the following month at 5:00 pm. Menus received after 5:00 pm will be stamped for the next business day.
- Claims received between the 6th and 15th of the month will be processed as late claims, which results in delayed payment. Claims received after the 15th of the month will be denied.
- Your claim is then processed by 4C, along with other participating providers, and submitted for payment to the Ohio Department of Education (ODE), Office of Child Nutrition Services.
- After 4C submits a claim and receives a check from ODE, 4C sends you your check.
- To learn the date checks will be mailed, call 4C at 513-758-1338 and listen to the check announcement.

Holidays/ Weekend Care

4C Holidays

- You may be reimbursed for any holiday and/or weekend with approved verification. (Holiday Care Form or Weekend Care Form)

Weekend Care

- To claim for meals served on the weekend only **on a regular basis**, you must mark the enrollment form with hours of service, as for all other meals.
- To verify weekend only **on regular basis**, the home visitor will conduct a parent audit in order for the provider to claim.
- For those claiming weekend meals only, a monitoring visit **may** occur during weekend hours.

Audits

- 4C is required to conduct annual audits of participating family child care providers. Providers are selected at random.
- Parents are contacted by telephone or mail to verify child enrollment, attendance and meal service.

- Audits are sometimes conducted to verify information on a provider's claim.

Non-compliance with CACFP rules

Corrective Action

- Providers are given the opportunity to take corrective action when they are not meeting the requirements of their agreement or CACFP rules.
- Depending on the situation, matters needing corrective action may result in disallowance of meals.
- Matters needing corrective action will be put in writing by 4C.
- Providers are required to respond in writing stating their plan to correct deficiencies or to correct areas of non-compliance.
- Providers will be given time to make corrections as appropriate to the situation.
- Failure by a provider to make required corrective action will cause 4C to take steps to terminate a provider's agreement for cause. **Providers who are terminated for cause are placed on a national disqualified list and for seven years are ineligible to participate in any CACFP program.**
- Opportunity for the provider to take corrective action is not provided if participants in the child care home have imminent threat to their health and safety, or when the home's activities pose a threat to public health or safety. In such cases 4C will begin action to terminate the provider for "cause".

Termination for Cause

A provider's "Agreement" must be terminated for cause when the provider has been declared seriously deficient and has not taken action to fully and permanently correct the matter. Providers who are terminated for cause are required to be listed on a "National Disqualified" list and are ineligible for future participation on the CACFP.

Examples of serious deficiencies that might result in termination for cause are:

- misrepresentation of information submitted on the application
- submission of false claims for reimbursement
- simultaneous participation with more than one sponsor
- non-compliance with the program meal pattern
- failure to keep required records, or

- any non-compliance under the “*Agreement between Family Day Care Provider and Sponsoring Organization*”

Serious deficiencies involving imminent threat to the health and safety of a child or an activity of a provider that poses a threat to public health or safety will result in a written notice from 4C of a serious deficiency that does not allow opportunity for corrective action and a simultaneous written notification of intent to terminate.

Provider Appeal Rights

- A provider may request an administrative review (appeal) only when 4C issues a notice of intent to terminate the provider’s “*Agreement*” for cause.
- Written notice of serious deficiency or need for corrective action is not subject to the administrative review process.

Administrative Review (Appeal) Process

- If your participation in the CACFP food program is terminated for cause by 4C, you have the right to appeal that determination to a 4C official who has not involved in the decision making process. See the outlined procedures that must be followed by both 4C Child Nutrition Program and the family child care provider on a separate document titled, *4C Child and Adult Care Food Program (CACFP) Appeal Procedures* to review the process and your rights.