



State of Arizona
Arizona Department of Education

MINUTES OF MEETING

Date and time: May 24, 2012 – 9:00 AM to 12:00 PM
Location: Arizona Department of Education
2005 North Central Avenue – Room 101

Advisory Council

Deanna Barrowdale	Mid-State Child Care and Nutrition
Anna Burke – Excused Absence	Child and Family Resources
Teresa McCormack	Arizona Department of Education
Phyllis Montgomery	Child & Adult Community Resources
Cathleen Moore	Food For Children
Mandy Quintanar	Arizona Department of Education

Meeting Participants

Felix-Mendivil, Joyceline	Association for Supportive Child Care (ASCC)
Griffin, Anita	ABC, Inc.
Hilton, Angela	Nutrition and Health Education Resources (NHER)
Montez, Sandee	Nutrition for Children
Munoz, Melissa	ADE
Reagan, Cathy	Arizona Association of Family Day Care Providers
Roberts, Michelle	ADE
Sandoval, Beatriz	Comite De Bienestar, Inc.
Simington, Barb	ADE

FDCH Quarterly Meeting

Meeting Agenda

1. Reference attached meeting agenda.

Summary of discussion points and detailed decision or action required

The meeting started at: 9:06 AM

WELCOME –

- Welcome and thank you all for coming. We have a small group today because some agencies are either receiving their audit or ADE review this week. This is probably the best meeting to miss because we have an uneventful agenda and nothing major to go over and so they won't miss out on anything too important.
- We'll make sure the minutes address anything we talk about today to keep those agencies in the loop.



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BYLAWS –

- At the last meeting I talked about the Bylaws and requested any feedback. Unfortunately, I did not receive any feedback other than to update Anna Burke as a new Board member. If this is something that we still feel needs to be addressed just let me know and we will include Bylaws in a later agenda.
- *Anna Burke was added as a new Advisory Council Board Member.*

RITA'S QUARTERLY REPORTS –

- Kudos to you all on behalf of Rita and ADE. Most of the organizations have done a really good job of sending in your paperwork - - some of you are doing it weekly and some are doing it as updates come in and it has made Rita's job and hopefully your job a little easier so that you aren't getting all those pesky emails requesting updates and paperwork. So again I want to say thank you for that as it makes everyone's job a little easier should questions arise later on.
- Our lists are shrinking and we are getting our database current. There are only a couple organizations that are still struggling with that.
- *Update ADE database to current.*
- *We have requested their specialist contact the organizations and provide Technical Assistance.*

NEW MEAL BENEFIT FORMS –

- The new FY2013 Meal Benefit forms will be distributed to you via email so that you can start passing them out and start collecting them for the year. We were waiting for the Spanish translation to distribute.
- Expiration dates on Eligibility form – 1 year from date signed or valid for one year?
- No major changes were made. We simplified the form so that it made more sense – only change for adults was to identify who goes where.
- *Arizona sets a collection period to help track expiration dates. Once signed they are valid for one (1) full year.*
- *This is our first Technical Assistance topic of the month and you'll hear from your specialist in the next couple of weeks. Go over any actual changes that were made to that form with your specialist.*



SERIOUS DEFICIENCIES –

- When you have a ‘Serious Deficiency’ and they submit their corrective action and you accept it as being okay, you then send out the Corrective Action Met Letter. CACFP is no longer withdrawing the ‘Serious Deficiency’ or rescinding the serious deficiency – Federal regulations changed last year and it is now ‘Temporarily Deferred’. That is the wording that USDA wants everybody to use. Because there were some cases where some people thought the ‘serious deficiency’ automatically went away and if it repeated again they could be seriously deficient again. Please note that it doesn’t go away, it just gets ‘temporarily deferred’ and if it repeats then you have other issues such as ‘Proposed Termination.’
 - Question from sponsoring organization on the ‘appeal process’ and whether it’s mandatory for Provider to have a reason for appeal – does ADE have a prototype or new process.
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- *CACFP will no longer ‘withdraw’ the Serious Deficiency determination – once the Provider corrective action is received and accepted by the sponsoring organization the serious deficiency will be ‘Temporarily Deferred’ per Federal regulations.*
 - *The sponsoring organizations give Providers the opportunity to provide reason for the appeal within regulatory requirements. The Sponsoring Organization comes in with their documentation to support the seriously deficient determination and the Provider must provide their reason and documentation to support why they are asking to appeal.*
 - *Technically speaking the Sponsoring Organization does not have to grant the appeal process if the Provider does not follow through exactly per the appeal process procedures provided.*
 - *Provider must follow the rules in the Appeal process just like everyone else and because some things are not appealable.*
 - *CACFP prototype letters in English and Spanish have been updated and we are waiting for the Spanish translation before they are available online by renewal training.*

PROVIDER NAME CHANGES –

- When a Provider name changes ADE needs to be notified immediately so that our database can be updated. We have had a couple of instances where people have the same name and we have to question information submitted.
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- *Please be sure to send us the appropriate documentation such as the updated driver license or marriage certificate – something showing the name change so we can update our database and delete duplicates. This way when we go out on review we have the correct provider name and information.*



NEW HOURS ON DES CERTIFICATES –

- When a Provider changes their days or hours of care through DES, you need to have them submit a new provider application and submit it to ADE – it doesn't have to go through approval process but we need to know to update our database accordingly.
- *Sponsoring organization must ask Provider for a new provider application to submit to ADE.*
- *The application does not go through the approval process – the new application is used to update our database. ADE and the sponsoring organization now have current up-to-date information.*

PROVIDERS SWITCHING FROM DHS/DES to Alternate Approval (AA) –

- There have been a couple of instances and we want to make sure that it's clear that when a provider switches from DES/DHS to AA, the Provider must go through the ADE approval process. Alternate Approval is now under the ADE jurisdiction and we need to make sure that inspection reports and other documents are confirmed. Don't just update them in your files. They need to update all paperwork and submit to ADE and go through the approval process.
- Many times ADE needs to confirm why they are switching to ensure they don't need to be 'dropped for cause' from DES/DHS. If it was a health or safety issue they need to go through the 'serious deficiency' and 'suspension' process – they just can't switch to AA to make it all go away.
- Most cases the Provider has chosen not to renew and/or DES/DHS was revoked for something other than health and safety which is fine, however, it still needs to go through the ADE process to make sure we are not allowing someone under the new organization to bring somebody on that really shouldn't be coming back on the program
- *Alternate Approval must approve any AA Home.*
- *Provider is required to re-submit all paperwork to their sponsoring organization and go through the ADE review and approval process.*
- *Provider may have been 'dropped for cause' from DES/DHS. If due to a health or safety issue Provider needs to go through the 'serious deficiency or 'suspension' process.*
- *Provider cannot switch to 'Alternate Approval' without going through the ADE approval process.*

COMPLIANCE MANUAL UPDATE –

- The Compliance Manual did not work out in my hopes of being done by this particular meeting. Melissa has made it very clear that she wants this Manual to be a quality product and compliance manual and she wants to be able to go through it in detail to ensure there's nothing there that's not supposed to be there or something that should be added. Tracey Nissen is the one primarily working on the compliance manual because she is our Policy Coordinator. She is also charged with having all of our manuals look and feel the same – so it's taking longer than anticipated.



- We want the Compliance Manual to be a useful quality product, we want it to be clear and we want it to be concise and easily readable and to be easy to navigate through. We are trying to change the flow of it a little bit. Unfortunately, I didn't have it ready for today. It will come out in an email and everyone will have their 10-day comment period.
- We will not reformat the manual but we do want you to read the content in the manual and see if it makes sense or if there is a better way to say something to make it understandable to you guys and that it is a user friendly product.
- Question and Answer sections at the end of the Compliance Manual. If you can think of common questions that may come up as a new sponsoring organization – let us know because you guys are the ones that have the questions and they may be to able to covered specifically in a Q&A section in the compliance manual – if you think of something let us know and we will consider adding it to the Q&A section at the end of the chapter or at the end of the compliance manual.

- *The Compliance Manual will hopefully be ready for review by next FDCH meeting scheduled July 24th.*
- *Sponsoring organizations to read the content of the compliance manual and comment on ease of readability and whether it is clear, concise and understandable.*
- *Question & Answer section(s) – Sponsoring organizations to think of common questions that may be covered specifically in a Q&A section of the compliance manual.*
- *A 10-Day comment period will be given to all sponsoring organizations to review once the Compliance Manual is ready to be emailed.*
- *The goal is to have a Compliance Manual that is a useful quality product.*

PROVIDER APPLICATION: PROVIDER NOT ADDING SS# –

- Providers are not putting their last four numbers of their Social Security (SS#) numbers and don't want to provide their SS# on the provider application. They want to provide their EIN# or something else – they cannot do that. CACFP requires that the Provider provide the last 4-numbers of the SS#. There is nothing in Federal Regs that allows us to defer from that information. I understand the Providers concern and that's why we moved to only the last four digits but they can't just say they don't want to provide SS# so I'm giving you this other number – that is 'not acceptable'.
- Comment regarding how to get access or copy of the National Disqualified List (NDL).

- **CACFP regulations requires that FDCH Providers provide the last four digits of the Social Security Number.**
- **Use of the word 'None' in place of SS# only acceptable if they do not have a SS#.**
- **Sponsoring Organization please instruct your Providers to change that.**
- **The NDL list is specifically CACFP related and one of those protected databases that require Level II and Level III access.**



PUBLIC PARTICIPATION REQUESTS:

BJ Enterprises – Beverly O’Neill – FDCH Brochure Outdated

- FDCH Brochure handout at the Advisory Council Meeting and I was informed that it was quite out-of-date. Hopefully you’ve made the changes that you feel necessary and we’ll get the brochure updated. I’ll send an electronic copy once I update the changes to the rest of the sponsors so that they have the opportunity to correct their information.
 - There is a place on our website where we usually direct providers wanting to participate on the program and that has your sponsoring organization information and listed by your home office – which county your home office is located. Please double check and confirm that as this information is correct and not out-of-date. We typically don’t use the mail brochure very much and usually only when providers don’t have internet access – that’s the brochure that we need to update.
 - Kenny Barnes is our CACFP web-coordinator and is in charge of putting in all updates and information into the CACFP webpage so if you see anything that would be helpful, would improve the website or anything that is out-of-date or incorrect you can call me or let Kenny know so that we can have that updated.
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- *FDCH Sponsor Brochure to be updated by each sponsoring organization.*
 - *Sponsor organizations to check the website to double check their information that it is correct and not out-of-date.*
 - *Kenny Barnes is the CACFP web-coordinator and will make updates and get information posted to the website.*

Nutrition & Health Education Resources – Angela Hilton – Infant Feeding Preference Form – Fire Inspection Reports

- The Infant Feeding Preference form: Specialists are asking for the infant feeding preference form from providers. This requirement was taken away with the new enrollment forms according to the last budget training? I think you are correct and I’d have to go back to the Budget Training that you are referring to but I think that you correct. The enrollment form was updated to include the required info, so that is something that I bring up at the team meeting and make sure that everybody has recognized that we added that to the enrollment form last year so there wouldn’t be that separate form. I’ll look into that for you.
- The Fire Inspection Reports: Specialists are asking providers to see copies of inspection reports during visits? Should they have a copy and where is that in writing? The Provider should have a copy period – it’s not really a policy change it is their inspection and they should have a copy of the report on file. They are the ones paying for the inspection and then they should be sending you a copy unless they have some other arrangement. There is no exception because ADE looks at that copy when we go to their homes so that we can make sure that anything that was a finding on that report has been corrected. So we kind of ask as an edit check and most of you provide receipts or do follow-up visits but we do double check that information to make sure it isn’t reoccurring.
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- *Infant Feeding Preference form questions to be addressed after further discussion at team meeting. Update: This was discussed and the ADE review form has been updated so that specialists are not asking to see this form during visits.*
- *Provider is required to have copy of Inspection Reports readily available when ADE reviews.*

ACTION ITEMS/DELEGATED TASKS:

- We will do a meeting in July and hopefully we have gotten through the first three chapters of the Compliance Manual and it will continue to be worked on while I'm out. I'm assuming Tracey will be the one that will be disseminating that information to you as it's being worked on and we'll plan on having another meeting immediately when I come back.
- As we complete and approve the chapters you can pretty much assume that those are 'in effect' as we go through them – for a full completed project it will take some time (at least a year).
- Discussion and a request for agenda items/suggestions for Renewal Training – Send to Mandy by June 8th. None were received.

ANNOUNCEMENTS/CLOSING REMARKS:

- CACFP is proposing the next meeting be held Tuesday, July 24th – Conference Room 105

The meeting Adjourned at:

Next Advisory Council Meeting

Tuesday, July 24, 2012

ADE – Conference Room 105

Minutes compiled by: Teresa McCormack



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