

**Arizona Department of Education
Health & Nutrition Services
Family Child Care Homes Advisory Council**
Tuesday, March 25, 2008
9:00 a.m. to 12:00 p.m.
March Minutes

Kenny Barnes – Family Child Care Homes (FCCH) Advisory Council Committee Chair, called the meeting to order at 9:15 a.m.

Advisory Council Attendees:

Deanna Barrowdale	Mid-State Child Care & Nutrition
Lori Mendoza	Association for Supportive Child Care
Phyllis Montgomery	Child & Adult Community Resources
Cathleen Moore	Food for Children
Kenny Barnes	Arizona Department of Education

Other Attendees:

Anna Burke	Child & Family Resources, Inc.
Angela Hilton	Nutrition and Health Education Resources
Katie O'Neill	BJ Enterprises
Cathleen Reagan	Az Association of Family Day Care Providers
Bea Sandoval	Border Community Child Care Resource Center
Sheila Yarbor	Child and Adult Community Resources

Public Participation Request forms to Advisory Council Chair.

Welcome and Introductions:

- Committee Chair extended Welcome to Advisory Council and other participating sponsoring organizations: Okay let's go ahead and get started, everyone that planned on attending should already be here. Welcome back, hope everyone had a Happy Easter – Did everyone have a Happy Easter?

Corrections/Additions to Previous Meeting Minutes: (K. Barnes)

- As far as corrections to the January Meeting minutes, Teresa has done some corrections and last week I sent Rachael the request for posting the minutes online.
- Advisory Council had 'no' other comments – Okay, let's move on. (K. Barnes)

Provider Applications: (K. Barnes)

- At the last meeting we had discussed that we are going to have provider applications completed every other year – and that's going to happen and because as Cathleen said:
 - It's a good idea and there is paper reduction.
 - If none of the provider information has changed, there is no point in having the provider resubmit the form.
 - If address change or other, then have, the providers complete a new application.
 - Any comments on that, anyone? (K. Barnes)

- I have my providers use another form to document address changes – I'll send my specialist a copy to approve. (C. Moore)
 - It's difficult to get signed copies back from providers
 - Provider Application defines tiering category
- Yes, it's not a problem at all – the same thing happens with centers.
- Did you talk about enrollment forms being done every 2-years? Isn't there a USDA stipulation that states applications are to be done yearly? (L. Mendoza)
- We used to do that and then rules changed. (P. Montgomery)
- Enrollment forms are to be done yearly. (K. Barnes)
- Are there federal regulations saying that we can't do that? (C. Moore)
- I'll research this today and let you know when we distribute the March Minutes. (K. Barnes)

Management Plan Revision Update: (K. Barnes)

- Lori Mendoza and Cathy Moore gave me revisions – once we make those changes, I'll let you know what it is and treat it with the same guidelines as we used with the Guidance Manual. Send me your changes and comments. (K. Barnes)
- Revisions to management plan, when will you need them? (A. Burke)
- What changes do you want to see added or removed – once that is done then I'll send them on for your 10-day comment. We needed your comments yesterday, as soon as possible – you have all received a copy of the management plan. (K. Barnes)

Claim Revisions: (C. Moore)

- This is in reference to Angela Hilton's request and she will discuss during public participation.

Website Reimbursement Notification: (C. Moore)

- The website reimbursement system is not accurate or has incorrect information. (C. Moore)
 - The phone line reimbursement number is not updated – usually is two months behind. It is unfair to say 15 days from 'date submitted to accounting'. This means a lot to the Provider. (P. Montgomery)
 - The website says mailed and they don't receive the check for 7-more days. (D. Barrowdale)
 - Two months behind on phone notification system – many Providers call. (A. Hilton)
 - I'll get with Finance to research both the phone and web notification system and what can be done. (K. Barnes)

Alternate Approval Standards: (K. Barnes)

- The Alternate Approved Standards are currently in the process of being revised. Next meeting we will have a good draft out and you can have your 10-day comment period for comments prior to publication. I haven't seen them yet – if not before the next meeting, you'll get a chance to comment. (K. Barnes)
 - Since this is a required form – Will it be available in Spanish? (C. Moore)
 - Hasn't it been available in Spanish in the past? (L. Mendoza)
 - Is everyone all right with that? – I didn't get any comments. (K. Barnes)

Public Participation:

- Katie O'Neill from BJ Enterprises Request to Address Advisory Council on the following:
 - Enrollment Forms
 - Per fed regs, enrollment forms have to be completed annually.
 - Website Reimbursement Notification
 - We rely on the website notification to tell us when FedEx will deliver – when inaccurate information is given, it causes a lot of personnel problems and we get a lot of phone calls or we may not be there for FedEx.
 - When mailed it takes 3-4 days to receive reimbursement.
 - AA Standards – What is she (Mandy) using as a guide?

- Angela Hilton from Nutrition and Health Education Resources Request to Address Council on the following:
 - Claims Revision
 - This is FYI and to share what happened to me on a 60-Day December revision. (A. Hilton)
 - I had until February 29th to submit the 60-Day Revision. I had (5) (3) (1) meals and it was a downward revision that needed changing. Because the reimbursement was in “Pending Status”, the system did not let me revise – The error message said I was past the 60-days and the claim was not eligible for revision. I did all this according to the 60-days timeline. (A.Hilton)
 - Now, I understand that once Claim is in ‘pending status’ I must wait for State to Complete and Pay before revising the claim. Because the State had not completed the claim, the system took me out of the 60-Day timeline. (A. Hilton)
 - When I called and talked to Tina and Nick, I was told I needed to Request the 1-Time Exception – which is only available **1 every 36 months**. I was being logical and was within the 60-days but because the State had not completed and paid the reimbursement the system took me out of eligibility. The loss was \$300 of Provider reimbursement. (A. Hilton)

Please note that these additional comments were given by membership in participation and support of Individual Speakers.

Phone and Website Notification System

- How long has it taken to actually get the reimbursement check? (K. Barnes)
- It's taking 10-15 days from the “Submitted Date”.
- The December notification said mailed and the check was actually pulled to correct a 3-cent error and took another 3 to 4 days to receive. (C. Moore)
- Finance could commit to a date of check release, sponsors would know when to look for checks. (A. Hilton)
- The State offered to release checks on the 5th of the following month at one time. Since the checks are always released by the 25th of the month and other times on the 18th of the month; just for consistency, can Finance commit to a specific date (25th of Each Month)? (C. Moore)
- Is Direct Bank Deposit possible? (L. Mendoza)
- We did Direct Bank Deposit at one time and our Accounting department said it was too chaotic. (A. Burke)

Alternately Approved Home Standards

- AA Standards: What is she using as a guide? The current standards were directly taken from Federal Regulations – If you are just adding stuff then that is a problem. (K. O'Neill)
- I don't know what is changing. When we send these out to you for comment, we will explain why the changes were made. (K. Barnes)
- DHS and DES – If changes will affect our Providers, they need chance to comment on changes. (K. O'Neill)
- Rule making should be just that – Not just making new changes. (P. Montgomery)

Claims Revision

- On a current claim, it's okay to edit when still in 'pending status'. Per Finance, when revising remember to redo Admin so that there is less chance for errors. (A. Hilton)
- Is there a limit for revisions within the 60-Days? (A. Burke)
- I have an article from the Capital media on Immigration that was published on March 19th. Handout distributed. (C. Moore)
- Is it possible to reduce summer visits just for the summer – due to the price of gas now? (P.Montgomery)
- I do them 2/Year when I have a home with no Corrective Action. 6-Month Average; 9-Month Average. (K. O'Neill/ A. Burke)
- Does Computer System do the averaging – 3 visits per year?
- We need clarification on Admin revision once block claim verified we can average that home review – The Federal Regs conflict with this. (C. Moore)
- Once validated – I'll address when sending the March Minutes. (K. Barnes)
- Averaging, I don't have good understanding of this; downward revision. Maybe training, Is there an easier way to do this? (L. Mendoza)
- The system let her downward not upward revision then kicker out of system. Renewal would be a good time to train. (A. Hilton)
- I didn't learn that much at Renewal – we need more, maybe handouts. (A. Burke)
- Maybe address other changes we have asked for. (K. O'Neill)
- Maybe at Renewal – More education instead of confrontation. We want clarification and more give and take. (C. Reagan)
- More of a Round Table setting – I have learned more at these Advisory Council meetings. (A. Hilton)
- We have seen a tremendous amount of change in the last 5-years. Why change implemented? Why Block Claims? Many times, we only see you at Renewal and Reviews. (C. Reagan)
- Change and why the changes? We will cover all of this in Training – N. Dunford/Finance will be included in the Renewal training so that he can clarify information on claims. (K.Barnes)
- More round table so that sponsors can contribute. We want to ask questions – Add Question/Answer session. Need to know what changed from last year. (K. O'Neill)
- The last Renewal training I did about 3-years ago, I had a tuff time bringing everybody back in – it got so out of hand we (CACFP) lost control of the meeting. If we do try that again, everyone would have to 'pinky swear' that they would be on their best behavior. (K. Barnes)
- Make sure Specialist rules are implemented. (P. Montgomery)
- Use this meeting format instead of State only setting the agenda, CNPWeb training before applications go online and providing muffins and lunch. (A. Hilton)
- Due to the huge agreement on muffins and lunch from everyone – I noted that CACFP is not able to do that due to program being USDA funded. (T. McCormack)

- I would like to know what you all want on the Renewal Agenda.
 - Finance – I've been here four years and we've never had a finance portion.
 - No problem with including in Renewal training.
 - It will be imperative that everyone maintain a semblance of order for a successful meeting. (K. Barnes)
 - Must have orderly meeting fashion
 - Cannot interrupt
 - No getting irate, then not participating
 - Following meeting rules
- It will be more productive now since everyone has been here awhile and know the Federal Regulations. (K. O'Neill)
 - How is it going to affect the Provider
 - How are we going to get this from the Provider
 - How are we to get the money to do it
- I don't hear about changes until Review time. (A. Burke)
- I feel that there is more 'Partnering' from ADE now, how things are presented and why the need to do it. (C. Reagan)
- And sometimes things are not possible – we are coming from a different perspective. (K.O'Neill, C. Reagan)
- I didn't get anything from the training other than the 5-Day reconciliation. – (A. Burke)
- It took me two years to learn the Admin stuff. I have done billing wrong and we have had a lot of changes in staff – I have lots of questions. (A. Burke)
- Do you see Centers sponsors more than you see DCH sponsors? (A. Hilton)
- It depends on size of center – typically we Review once every 3-years. Center sponsors call me to do presentations to their staff. (K. Barnes)
- At Renewal have a breakout session where we can meet with our Specialist – As a group or each sponsor. I would prefer to meet with my Specialist individually. (A. Hilton)
- At Renewal, training it's important that your Specialist be there.
- It doesn't necessarily have to be during Renewal time – you can request to see your specialist at anytime throughout the year. – (K. Barnes)
 - If you feel you are not doing something right, whether its 2 items or 12 – Call us.
- What do you look at when reviewing applications and budgets?
 - Look and compare the budget from last year.
 - Look for major changes from previous year.
 - Claiming and amounts from last year – Why huge change this year.
 - Compare budget lease amounts.
 - When I'm done looking at the budget, Melissa may catch things that I've overlooked.
 -
- Do you have a checklist of what Melissa is looking for? (C. Reagan)
- Are we looking to get applications approved within 30-days? (A. Hilton)
- How about a 2-year Management Plan? (C. Moore)
- Have a Finance part every year. (P. Montgomery)
- I'll bring up all of your suggestions and recommendations. (K. Barnes)

Meeting concluded at approximately **11:00 a.m.**

Next Advisory Council Meeting: May 27, 2008 - 9:00AM–12:00PM in Conference Room 105