

Family Day Care Home Renewal Training

FY 2014



Helpful Reminders



Helpful Reminders

- Serious Deficiency
 - Tracking system
 - Notification
- Provider Eligibility
 - Area Eligibility



Required Training Topics for Providers

Minimum Required Topics

- Meal Pattern Requirements
- Meal Count Documentation
- Record Keeping
- Reimbursement System
- Claims Submission
- Civil Rights



Training for Sponsor Staff

- Annual Training Required
 - Monitor duties and responsibilities
 - Provider eligibility requirements
 - Civil rights
 - 5-day reconciliations
 - Scheduling reviews



What's New



Computer Generated Claiming

- Sponsors using electronic programs for processing claims must:
 - Maintain a written agreement between the Sponsor and their provider
 - ADE prototype



High Fats & High Sugars

- Limit high fats to two times per week
- Limit high sugars to two times per week
- Proper monitoring of menus



Civil Rights



Civil Rights Requirements

- Effective Notification System
 - Program Availability
 - Complaint Information
 - Non-discrimination Statement
 - “And Justice For All” Poster



Approved Non-Discrimination Statements

- This institution is an equal opportunity provider.

OR

- In Accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. Persons with disabilities who require alternate means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

To file a complaint on discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14th and Independence Avenue, SW, Washington, D.C., 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

Civil Rights – Sponsor's Responsibilities

- CACFP Prohibited basis:
 - Race
 - Color
 - National Origin
 - Age
 - Sex
 - Disability



Civil Rights Requirements

- Complaint and Compliance
 - Complaint Procedures
 - Federal, State & Local Compliance
 - Pre-Award Compliance Review



Civil Rights – Provider's Responsibility

- Required Notifications:
 - Right to file a complaint
 - Complaint procedures
 - Non-discrimination statement
- “Building for the Future” flier



Civil Rights – Complaints of Discrimination

- Complaints of discrimination should contain :
 - Complainant Contact Info
 - Name of entity that led to complaint
 - Nature of the incident
 - Basis of discrimination
 - Contact info of person who may have knowledge of the discriminatory action
 - The date(s) and duration the alleged discriminatory actions occurred



Civil Rights – Training Requirements

- Annual provider training
- Annual key staff training
- Maintain documentation of your civil rights trainings



Civil Rights Requirements

- Limited English Proficiency (LEP)
 - Proportion
 - Frequency
 - Importance
 - Resources

For more information on LEP go to: www.lep.gov



Civil Rights Requirements

- Religious Organizations
 - Equal Opportunity
 - Independence
 - Facilities
 - Discrimination

For further information go to: www.fbcj.gov



Further Civil Rights Information

- ADE website:
<http://www.azed.gov/health-nutrition/civil-rights/>



- FNS: <http://www.fns.usda.gov/cr/>

FY 2014 Application



Performance Standards

You are not required to submit a Management Plan if you are currently compliant with the required performance standards as described in 7 CFR § 226.6(b)(2)(vii):

1. Fiscal Resources, Financial Viability, Policy

- ⊙ Outreach/Recruitment
- ⊙ Fiscal Resources
- ⊙ Financial Management
- ⊙ Reasonable Budget



Performance Standards

You are not required to submit a Management Plan if you are currently compliant with the required performance standards as described in 7 CFR § 226.6(b)(2)(vii):

2. Administrative Capability, Organizational Mission/ Structure

- ◎ Staffing
- ◎ Operations/Monitoring
- ◎ Appeals
- ◎ Tiering
- ◎ Civil Rights



Performance Standards

You are not required to submit a Management Plan if you are currently compliant with the required performance standards as described in 7 CFR § 226.6(b)(2)(vii):

3. Internal Controls for Program Accountability

- ⊙ Governing Board
- ⊙ Financial System
- ⊙ Training
- ⊙ Recordkeeping
- ⊙ Providers



Permanent File Policies & Procedures

- ADE needs all current policies and procedures on file.
 - Send in those created or modified as part of a corrective action.
 - Send in those that have been updated or modified to be more detailed and/or accurate.



Permanent File Policies & Procedures (continued)

Review your current policies with your Governing Board. Check for these common weaknesses:

- Outreach and recruitment
- Organizational chart
- Bylaws



Permanent File Policies & Procedures (continued)

Other policies to review:

- Job Descriptions
- Working Hours Guidelines
- Compensation Policies
- Financial Management
- Monitoring Policy
- Corrective Action Policy



I'm Compliant - Now What?

- Once you've determined you're compliant with the 3 Performance Standards (and you're sure ADE will agree) and you've submitted your updated policies and procedures, there are a few more items that will be needed in lieu of your Management Plan.



- If you are not compliant with the Performance Standards, you are required to complete the entire FY2014 Management Plan

FY 2014 Budget



Three Types of Costs

- Generally allowable costs
- Costs requiring prior approval
- Costs Requiring Specific Prior Written Approval



2014 Budget

- Labor and Benefits
- Supplies or Office Expenses
- Direct Costs
- Shared Costs



Budget Tips

- Key in the current rates on page 1

Administrative Reimbursement-FY 2014 (per home/per month)			
(FY 2014 rates)			
	Homes	X	Rate
Initial 50 Day care homes	0		\$107
51-200 Day Care Homes	0		\$82
201-1,000 Day Care Homes	0		\$64
Each Home over 1,000	0		\$56
	0		\$0.00



- Total budget cannot exceed rate x homes + any carryover (if applicable)
- All expenses must be necessary, reasonable, and allowable

Budget Tips (Cont.)

- Budget revisions
- Budget approvals
- CACFP related expenses only
- Budget resources



Carryover Funds

10% Carryover Example

- Sponsor estimates administrative payments of \$100,000 during FY2013.
- Sponsor estimates incurring \$85,000 in admin costs during FY2013.
- Sponsor may carryover up to \$10,000 into FY2014 ($\$100,000 \times 10\%$)
- Sponsor must return \$5,000 to State Agency ($\$15,000 - \$10,000$)



Estimated amount of CACFP reimbursement expected to receive in FY2012:	\$100,000
Estimated amount of CACFP reimbursement expected to spend in FY2012:	\$85,000
Difference between amount received and amount spent:	\$15,000
Estimated amount that can be carried over to FY2013 (based on 10% of \$100,000)*:	\$10,000
Estimated amount to be returned to the state (based on \$15,000.00 less \$10,000.00):	\$5,000

Application Due Date

- Hard copy application:
 - Due September 2, 2013
 - Training Certification Statement



Questions?

- Q & A
 - Questions due July 22, 2013
 - Response by August 2, 2013
- AZ Food Program Forum

