

Arizona Day Care Home Renewal Training

FY 2013

Annual Renewal Information and Certification Statement



Objectives

Once you have completed this module, you will have a clear understanding of the requirements for submitting a FY2013 renewal application.

This module identifies the following requirements:

- Performance Standards and Compliance
- Annual Renewal Application Information
- Certification Statement
- Management Plan



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)



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):

1. Fiscal Resources, Financial Viability, Policy
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):

1. Fiscal Resources, Financial Viability, Policy
2. Administrative Capability, Organizational Mission, Structure
3. Internal Controls for Program Accountability
 - Governing Board
 - Financial System
 - Training
 - Recordkeeping



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
2. Administrative Capability, Organizational Mission, Structure
3. Internal Controls for **Program Accountability**
 - Board
 - Financial System
 - 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

- ⦿ Ensure that you have specified exactly how you conduct recruitment
- ⦿ Include resources used, and how they are provided

Organizational chart

- ⦿ Is it current, does it include the board?

Bylaws

- ⦿ Do they include how many meetings are held per year, where the meetings are held, and that this is agreed to by the majority of the board of directors?
- ⦿ Does the dissolution of the organization identify that after the satisfaction of all obligations of the organization, any remaining assets shall be returned to the Federal Program that the funding purchases were obtained for (CACFP).



Permanent File Policies & Procedures (continued)

Job Descriptions

- Has a reduction in homes changed your staffing numbers, and as a result are your job descriptions current?

Working Hours Guidelines

- Does your policy address how coverage is managed during time off, such as vacation and illness? The organization must remain open to serve the public and continue to operate the business.

Compensation Policies

- Is it current to include changes in the minimum wage requirement?
- Does your vacation and holiday policy clearly identify the number of hours earned by length of employment, and carry over of accumulative hours?
- Are flexible hours used within the same week they are accumulated?
- Does it contain all of your current benefits such as sick leave, bereavement, retirement account, over-time and payroll?
- Do you identify how these benefits are tracked
- If employees deny the benefits offered, do you have this in writing?



Permanent File Policies & Procedures (continued)

Financial Management

- Does your policy identify how you track and compare your actual costs and administrative earnings to your approved budget and who is responsible for this?
- Does it identify the procedure for amending the budget and who is responsible?
- Does it identify the procedure for approval of expenditures along with the persons authorized to approve expenses?

Operations

- Does your policy on the providers notification process when out of the home include how calls are tracked and reconciled to their claims?

Monitoring

- Does your corrective action/serious deficiency policy identify how a serious deficiency is determined, who makes the determination, and who is responsible for the follow up on dates and deadlines associated with it start to finish?



Permanent File Policies & Procedures (continued)

Varied Timing of Unannounced Reviews per CACFP CN#13-11

- Does your policy identify how provider visits will be scheduled to vary the timing and pattern of reviews and who is responsible for this?
- Does it identify your methodology for choosing providers that will receive a varied visit/meal and how you will be consistent in choosing them. What will it be based on?
- Will some providers receive a varied visit and a varied meal time as a result of not being home, or as a result of prior corrective action?
- How will you identify and document your varied provider and varied meal time visits compared to their previous review dates and meals observed?
- How you will ensure that visits occur during the first week of the month when claims are being processed. Will those be based on a percentage of providers due for a varied review that month?
- Who will edit check the system to ensure that varied reviews have occurred and that they are correct. This can be another employee, board member, etc.



Permanent File Policies & Procedures (continued)

Recordkeeping

- Does your policy identify that all CACFP records are to be stored for 5 years?
- Does it identify exactly where the records are stored and who has access to them?
- If any of the previous 4 years are being stored off site, is the address provided in your recordkeeping policy current?



I'm Compliant - Now What?

If you are currently compliant with the required performance standards you **must** submit:

- ❑ Addendums to the Mgt Plan for annual non-policy changes (i.e. training schedules and agendas, number of providers per county)
- ❑ A Civil Rights Pre-Award Compliance Review form
- ❑ A Civil Rights Data Collection form per county
- ❑ A media release form
- ❑ A list of all providers to include the provider's name/address/birth date
- ❑ A list of all providers which reside in a Tier II Area, but are eligible for Tier I benefits on the basis of their participation in the Supplemental Nutrition Assistance Program (SNAP)
- ❑ Verification that all providers have adhered to training requirements
- ❑ Any new or revised policies and procedures; even if they were provided as corrective action from a review or an audit. mark them for your ADE Permanent File
- ❑ A policy on varied timing and pattern of unannounced reviews per CACFP CN#13-11
- ❑ An Excel budget spreadsheet along with required supporting documentation
- ❑ A signed Annual Renewal Information Certification Statement

Note: Your specialist may ask for additional supporting documentation



Child and Adult Care Food Program (CACFP) Renewal Information Certification Statement

- This is to certify that _____ meets all of the requirements for renewing institutions contained in 7 §CFR 226.6(b)(2). This means _____ certifies that:
- The management plan on file with the Arizona Department of Education is complete and up to date. Any necessary updates are attached;
- No sponsored facility or principal of a sponsored facility is currently on the CACFP National Disqualified List;
- The outside employment policy most recently submitted to the Arizona Department of Education remains current and in effect;
- The names, mailing addresses, and dates of birth of all current institution principals have been submitted to the Arizona Department of Education;
- The Institution itself, and the Institution's principals, are not currently on the CACFP National Disqualified List;
- The list of any publicly funded programs institution and principals have participated in the past seven years is current;
- The Institution itself, and the Institution's principals, have not been determined ineligible for any other publicly funded programs due to violation of the Program's requirements in the past seven years;
- No principals of the Institution have been convicted of any activity that occurred during the past seven years and that indicated a lack of business integrity; and
- The Institution is currently compliant with the required performance standards of financial viability and management, administrative capability, and program accountability as described in 7 §CFR 226.6(b)(2)(vii).
- Any of the above information that has changed since the initial application has already been submitted to the Arizona Department of Education or is being submitted with this certification.
- I certify that the above information is true and correct.

Name of Board Chair, Executive Director,
or individual with comparable title

Date

Title



And If I'm Not Compliant?

You are required to complete the entire FY2013 Management Plan and update your current policies and procedures.



Is It Gone Forever?

No, the Management Plan may be assigned:

- As corrective action resulting from a review or an audit
- If a weakness is identified in your current file.
- To update and verify that all required performance standards are current



THANK YOU FOR COMPLETING THE ANNUAL INFORMATION AND CERTIFICATION STATEMENT TRAINING MODULE

If you have any questions or need further assistance, please contact your CACFP specialist:

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READY, SET, GO!

