

# CACFP Renewal Summit FY16

## Family Day Care Homes



Beetroot



Spinach



Turnip



Cauliflower

# Housekeeping

- Restrooms
- Breaks
- Question Jar
- Chef or Budget Overview



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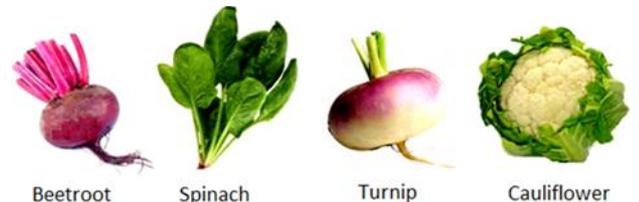
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# Agenda

- Administrative Review Common Findings
- What's New
- Reminders
- Serious Deficiency Process



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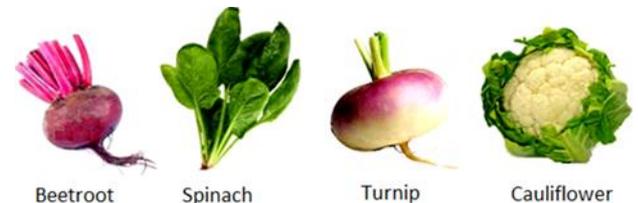
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# Administrative Review

## Common Findings

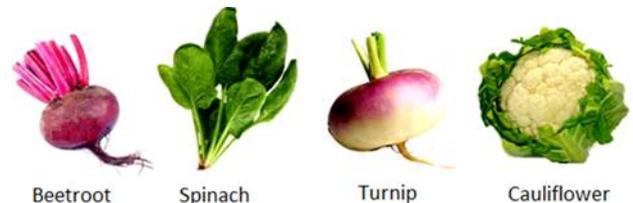
- Announced vs. Unannounced visits.
  - Successful Visits from FY14 and FY15 = **57%**
  - Unsuccessful Visits from FY14 and FY15 = **33%**
    - New Provider Application
    - Callout log information
  - 1% Milk unavailable from FY14 and FY15 = **30%**
  - Records not up-to-date at time of visit from FY14 and FY15 = **55%**



# Administrative Review

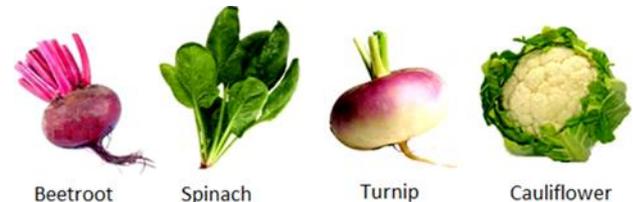
## Common Findings

- Additional Review Findings
  - No carbon monoxide detector (when required) from FY 15 = 32%
  - WIC/Food Stamps
  - Enrollment
- DISCUSSION: Monitoring
  - What works?



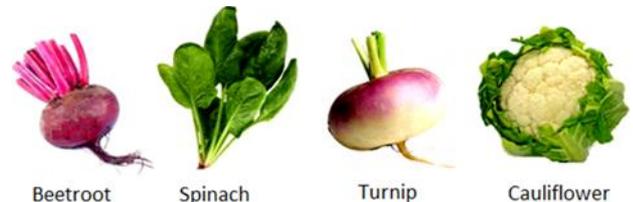
# What's New

- Providers on hold
- No calendars for FY16
- Starting FY16- Verification that all providers have received annual training. **Must include agenda and attendance records during renewal.**
- Policies
  - Review of policies by the ADE
  - Written procedures to processing claims and dispersing payments to providers within regulatory timeframes.
  - What to include in policies and procedures – Ex. Communication Plan.
- Must submit “letter” to household notifying parent’s/guardians of Program and its benefits with the ADE and the sponsor information on an annual basis.



# What's New

- No fingerprint card processing from July 22, 2015-July 29, 2015.
- Compliance Manual
- DISCUSSION: Mealtimes and in/out times on menus.
- Per USDA: Sponsors are no longer able to take provider funds from their reimbursement to pay for inspections or anything else even if they have the permission from the providers to do so.



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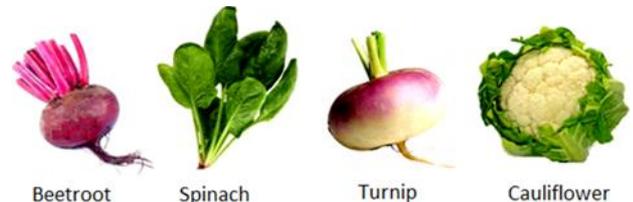
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# Reminders

- Must submit current financial statements that are GAAP compliant.
- Civil Rights Data Collection Form
  - Staff and Providers
  - [http://factfinder.census.gov/faces/nav/jsf/pages/community\\_facts.xhtml#none](http://factfinder.census.gov/faces/nav/jsf/pages/community_facts.xhtml#none)



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# Serious Deficiency Process

- SD fill in the blank game.
- SD process (6 steps)
  - Identify the serious deficiencies
  - Issue a notice of serious deficiency
  - Received & assess the DCH's written CAP
  - Issue notice of temporary deferral or proposed notice of termination & disqualification
  - If requested, hold an appeal of the proposed termination & disqualification
  - If termination is upheld, issue notice of termination & disqualification.
- **Reminder:**
  - SD letters must be sent to the ADE at the same time they are sent to the provider. You must also submit verification that SD notices were sent via traceable means.



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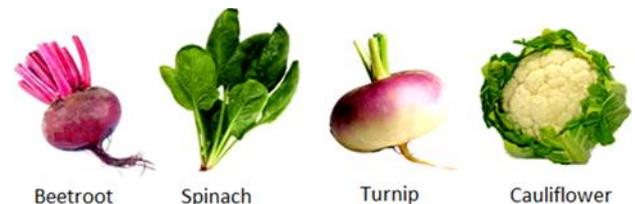
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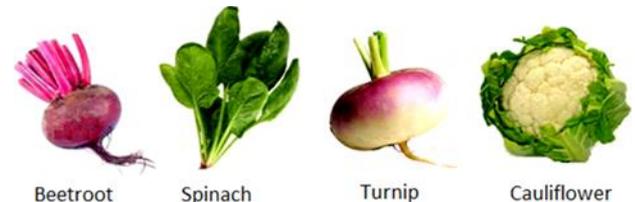
# Serious Deficiency Process

- **SD Notification for DCH**
  - Serious deficiency notification must describe all findings identified during a review, in sufficient detail, including the citation of the federal regulation the finding applies to.



# Serious Deficiency Process

- **Corrective Action Plans (CAP) for DCH**
  - In response to SD notice, a DCH must submit a CAP within 30 days (or less if required by the S.O.)
  - Detail the process implemented to ensure that the SD have been fully & permanently corrected.
  - Acceptable CAP must include the following:
    - Name of provider(s) associated with SD;
    - Address of DCH;
    - D.O.B. for the provider(s) associated with the SD;
    - Details of the serious deficiencies: What, Who, When, Where, and How?
  - An acceptable CAP for the SD must answer the questions of what, who, when, where, and how.



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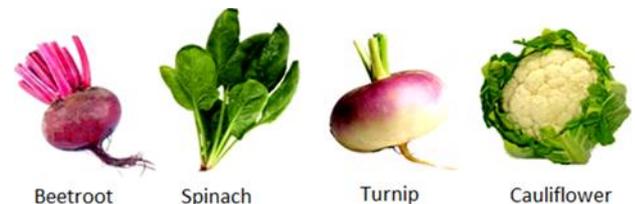
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# Suspension Process for DCH's

- Any imminent threat to health & safety of participants, or the provider has engaged in activities that threaten the public health & safety, the sponsoring organization must follow the suspension process outlined in Part 5 of the USDA SD guidance handbook.
  - When a sponsor learns that a day care home has had its license or certification suspended or revoked, the sponsor must follow-up with the respective agency to find out if it was health or safety related.
- FNS expects sponsoring organizations to take immediate action to stop payments and suspend the DCH's CACFP participation and declare the DCH seriously deficient, regardless of any formal procedures pending or underway by the licensing authorities to revoke the DCH's license or approval [CACFP 13-2013, Health and Safety in the Child and Adult Care Food Program, July 26, 2013].



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# Budget

- Carryover Budget
- Cost of Living Adjustment (COLA) is 1.7% for FY16
- Must track providers receiving the one time *licensing* assistance
- Contracts and Leases

