

ARIZONA DEPARTMENT OF EDUCATION
CHILD AND ADULT CARE FOOD PROGRAM

CENTER

**COMMON REVIEW FINDINGS
WITH TIPS & BEST PRACTICES**

Uh oh,
error!



Eligibility Errors - 24%

Attendance sheets for some of the claimed participants missing - use sign in/out sheets to check participant names on the claiming rosters

Not reporting all eligible participants on the claim under the total number enrolled. Cannot eliminate certain groups from meals or claims. Must report all attendees; even if in attendance only for one day

CACFP Enrollment Forms not current/updated - Emergency Cards must be replaced every other year.



Antonelli/News



Best Practices

**What would you do to eliminate these Eligibility and Meal Benefit errors?
Share some of your Best Practices**





ELIGIBILITY DETERMINATION TIP

Create highlighted templates for a quick visual comparison against the completed forms to ensure that all required fields were filled in.

Use a yellow highlighter to mark all of the sections required when a case number is being used to determine eligibility.

Use a green highlighter to mark all of the sections required when income is being used to determine eligibility.

Use a pink highlighter to mark all of the sections required when no income is used to determine eligibility.

Miscategorized participants will result in costly errors.

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Use a pink highlighter to mark all of the sections required when *no* income is used to determine eligibility

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Oops!!

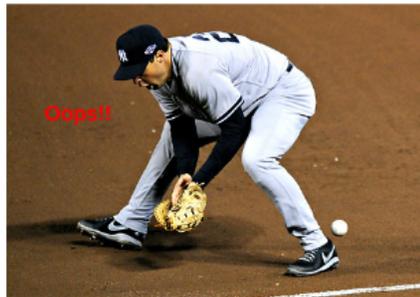


Menu Recordkeeping Errors - 15%

Child Nutrition (CN) Labels/recipes not available or outdated

Substitutions not reflected on menus; items on receipts did not match menus

Infant components missing from Infant Production Records



CN 000000

CN

five .875 oz. breaded fish nuggets with APP provides 2.0 oz. equivalent meat/meat alternate and 1 serving of bread alternate for the Child Nutrition Meal Pattern Requirements. (use of this logo and statement authorized by the Food and Nutrition Service, USDA 08/00

CN

Nutrition Facts

Serving Size 1 cup, chopped 117g (117 g)

Amount Per Serving	
Calories 765	Calories from Fat 639
% Daily Value*	
Total Fat 76g	117%
Saturated Fat 7g	36%
Trans Fat	
Cholesterol 0mg	0%
Sodium 2mg	0%
Total Carbohydrate 16g	5%
Dietary Fiber 8g	31%
Sugars 3g	
Protein 18g	
Vitamin A 0% • Vitamin C 3%	
Calcium 11% • Iron 19%	

*Percent Daily Values are based on a 2,000 calorie diet. Your daily values may be higher or lower depending on your calorie needs.

© www.NutritionData.com

MENU RECORDKEEPING BEST PRACTICE

Cut CN Labels from the package when the item is served and place it in a plastic bag in the kitchen. At the end of the month file the actual CN Labels that were used along with a copy of the menu





No, not again!



Meal Count Errors – 15%

Meal Count sheets contain partial and faded slash marks in pencil

Slash mark extended outside of the square – sometimes counted twice when totaling the column

Total columns on Monthly Meal Count Sheets miscalculated



MEAL COUNT BEST PRACTICE

Assign a second employee to edit check all meal count totals prior to submitting your claim

WHAT IS YOUR BEST PRACTICE?

Have you discovered a good practice which helps you avoid costly mistakes? Please share



What do the first 3 slides have in common?

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Costly errors - resulting in fiscal action



What were the percentages of these common findings?

What do the first 3 slides have in common?

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As of May 1, 2015, CACFP had conducted 67 reviews. 54% of those reviews had at least one of these 3 common findings

How many common findings are there?

A total of 8 common findings were identified in FY2015

Which common finding had the least number of occurrences?

Milk Audits - only 6% of the reviews conducted in FY2015 had insufficient quantities of milk. This is a significant decrease from FY2014

Monthly Costs – 13%

Monthly Expense Reports and Food Cost Reports had not been completed

Supporting documentation for rent not available

Reported food costs included taxes

Less than 50% of monthly reimbursement spent on food

Profiting from CACFP - 100% of the Reimbursement not fully expended on allowable CACFP costs





MONTHLY COSTS BEST PRACTICE

Create designated CACFP folders or binders for each month of the year, then fill them with a blank copy of the Monthly Food Cost Report, Monthly Expense Report and Time Distribution Reports

**CACFP Training
+
Civil Rights Training
=
Annual Training Requirement**



Training/Monitoring – 11%

Training did not occur/no documentation available

Conducted Civil Rights Training only

Sponsors did not conduct required monitoring visits

More than 6 months lapsed between required monitoring visits





Many NFSMI, USDA, and State Agency videos are available on Youtube which are very useful training tools

LET'S SAMPLE A FEW...



Sanitation - 9%

Food Handlers Cards expired

Food not labelled and dated

Missing thermometers





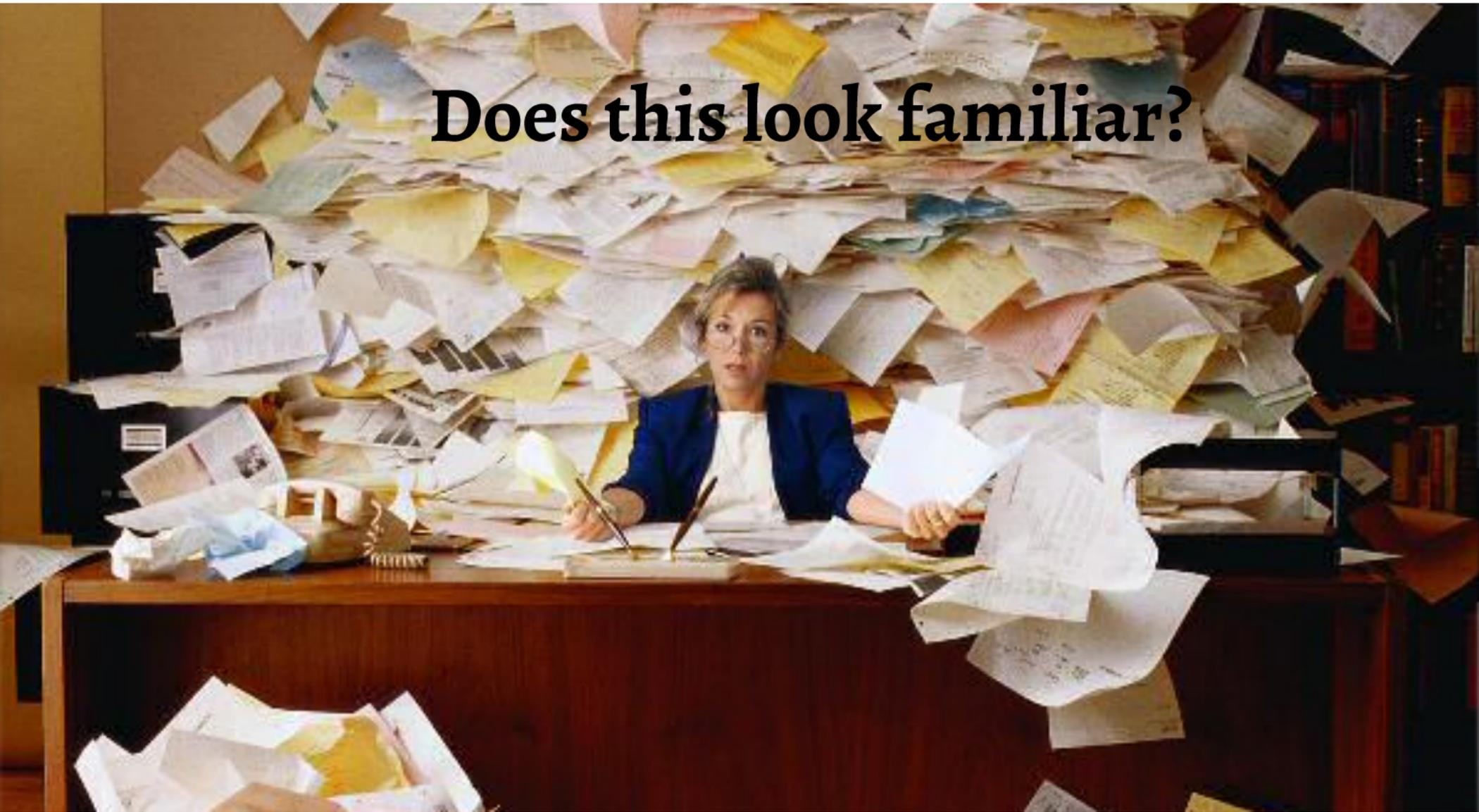
SANITATION BEST PRACTICE

Each month, ask different staff member or parent to conduct a quick kitchen inspection for you

Choose someone that is not typically in your kitchen

Create a questionnaire with few questions such as; are food handler cards current, foods labeled and dated, thermometers the proper temperature, kitchen generally clean, any corrections necessary?

Does this look familiar?



Recordkeeping - 7%

Recordkeeping policies not being followed - records not available upon arrival for a review

CACFP Job descriptions missing



RECORDKEEPING BEST PRACTICE

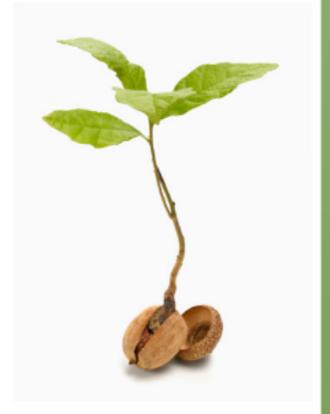
Update your recordkeeping policy and organize your records with monthly binders, file folders, boxes, what ever it takes!

Make sure that you create a small binder for CACFP Permanent Records to hold your Recordkeeping Policy, Complaints of Discrimination, Administrative Review Procedures, Permanent Agreement, and Job Descriptions. These are commonly lost due to being stored away in old Renewal Application files



Milk Audit – 6%

Not enough milk purchased for the number of meals claimed





got milk?



MILK TIP

Place a sample cup in each classroom that contains either a piece of tape, or a line made with a marker to indicate the amount required for that age group

$\frac{1}{2}$ C. ages 1-2, $\frac{3}{4}$ C. ages 3-5, 1 C. ages 6-12



We want you to succeed!

Please call your specialist to discuss any technical assistance needs or tools that would help you achieve successful operation of the Child and Adult Care Food Program

