



State of Arizona
Arizona Department of Education

MINUTES OF MEETING

Date and time: February 21, 2012 – 9:00 AM to 12:00 PM
Location: Arizona Department of Education
2005 North Central Avenue – Room 105

Advisory Council

Deanna Barrowdale	Mid-State Child Care and Nutrition
Anna Burke	Child and Family Resources
Teresa McCormack	Arizona Department of Education
Phyllis Montgomery	Child & Adult Community Resources
Cathleen Moore	Food For Children
Mandy Quintanar	Arizona Department of Education

Meeting Participants

Curtis, Darci	Actively Building Child Care, Inc.
Hilton, Angela	Nutrition and Health Education Resources
Li, ZhenZhen	ADE
Mendoza, Lori	Arizona Association for supportive Child Care
Montez, Marco	Nutrition for Children
Montez, Sandee	Nutrition for Children
Munoz, Melissa	ADE
O’Neill, Beverly	BJ Enterprises
Reagan, Cathy	Arizona Association of Family Day Care Providers

FDCH QUARTERLY MEETING

Meeting Agenda

1. Reference meeting agenda and USDA Family Day Care homes Monitor Handbook distributed.

Summary of discussion points and detailed decision or action required

The meeting started at: 9:05 AM

WELCOME:

- ADE/FDCH Sponsors working towards the same goal – to ensure all qualified children have access to CACFP while ensuring the integrity of the Program is maintained.
- ADE’s role is to provide training, technical assistance, and resources to successfully administer the Program.
- Change will not happen overnight and must occur in both directions.



1535 West Jefferson Street • Phoenix, Arizona 85007 • (602) 542-8700 • www.azed.gov

“This institution is an Equal Opportunity Provider”

- *ADE and FDCH Sponsors are in agreement.*

BYLAWS:

- Must maintain level of professional respect.
- Cathleen motioned that Bylaws are outdated and the need for Advisory Council to revise and update.
- *Advisory Council Board agreed to communicate via email regarding updates.*
- *A deadline date was set to review the first seven comments by Friday, February 24th.*
- *The goal is to complete by the next Advisory Council Meeting scheduled for May 24, 2012.*

MONTHLY TECHNICAL ASSISTANCE (TA) CALLS FROM SPECIALISTS:

- This was a point of discussion at January USDA meeting and the need to accommodate the sponsor's desire to improve communications between ADE and Sponsoring Organizations and to establish more open communication with your particular specialist.
- *The Specialists' call will be Technical Assistance based.*
- *The goal is to start a monthly TA call to each sponsor.*

SPONSOR'S ANNUAL PROVIDER TRAINING:

- Plans to attend sponsoring organizations annual Provider Training to see the process and content being provided.
- The intent is only to attend at this time and not train your Staff or Providers.
- *Sponsor organizations will provide their training schedules.*
- *A selection will be made to attend 2 or 3 of the trainings.*
- *The goal is to attend a couple of trainings a year.*

DROP/ADD REPORTS:

- Discussion regarding the drop 'code number – for cause' and using of actual reason for dropping a Provider to avoid confusion.
- Currently using the "Approval Process" to add Providers



- What is the Sponsors' preference in the use of Social Security Numbers and/or using Date of Birth for locating Providers on the ADE database and information to complete on the ADE form?
- *Decision was made not to use the 'code(s) – for cause' and instead continue using: 'For Cause' – 'For Convenience' – 'Provider Request'*
- *If 'For Cause,' specify why. E.G. Fingerprints, Serious Deficiency, DES Certification Revoked or Suspended. ADE will follow-up to ensure all appropriate documentation has been submitted to ADE.*
- *No longer need to do 'Add Report,' only 'Drop Reports' – The Approval Process used for adding Providers.*
- *Decision made to use the last four numbers of the Social Security Number for locating a Provider on the ADE database and the new form will no longer have codes at the bottom.*

RITA'S REPORTS FOR UPDATING PROVIDERS:

- Discussion regarding confusion with the quarterly report that is being provided and the items highlighted in color and other items listed.
- It is not clear which items are required since the report is showing items that have already been submitted or are not due for renewal.
- *Rita will continue to provide the Quarterly Report as a 'courtesy' to the Sponsor so that they can track required paperwork and monitor their status in the ADE database.*
- *Color highlights and unnecessary items will be omitted to make the report user friendly.*
- *ADE's expectation remains for Sponsor to continue sending updates automatically.*

PRE-APPROVAL VISITS:

- Pre-Approval visits and ADE's expectation – Visit the provider's home prior to them being approved to be on the program to ensure they can operate the program. The provider should have already received training and understands what the rules and regulations are before final approval. The Provider must have recordkeeping started to include: Meal Counts – Menus – Sign-In/Out Sheets – Meal Pattern – Process with Parents Established – Eligibility Requirements and Tier Options.
- Training and Technical Assistance – The more training provided up front the less compliance issues your Providers will have and your agency not having to disallow meals.
- Some sponsors have great pre-approval forms that identify exactly what is discussed and what is expected from Provider while other sponsors are using forms that do not capture the necessary needs or purpose of the pre-approval visit. Additional discussion on visit form and pre-approval form and whether both forms are required.
- Sponsor using the 28-day time period to monitor Provider and bring them up-to-speed on meal counts and menus and required paperwork is maintained. CR&R will not allow them to register until they are with a food program and have first aid training (CPR) and all required inspections.



- Discussion on whether to sign-on a Provider in the office or during a Pre-Approval Visit.
 - Is Pre-Approval the same process for a ‘Moved Provider?’
-
- *ADE and USDA’s expectation is that the Provider can fully operate the program prior to coming on the program and being approved to participate on CACFP.*
 - *Mandatory to meet Training and Pre-Approval Visit requirements – Please note that there is no ‘grace period’ for a Provider that cannot operate the program – Meals will be disallowed.*
 - *We cannot deny access and although it’s a judgment call on your part the Provider should already be running that business prior to program approval.*
 - *Decision made to use the Pre-Approval form – unless your agency requires the Visit form too.*
 - *Yes, the Pre-Approval can be done at the same time a Provider signs-up if you are certain that they have a good understanding of the program and eligibility requirements to operate the program.*
 - *Yes, okay to use the 28-days as Technical Assistance for new Providers – Corrective Action is still necessary for any issues during this time.*
 - *A Moved Provider does not require a pre-approval visit every time they move because they have already been trained on CACFP and operating the program.*
 - *Mandy to discuss with Melissa if it would be okay to omit the Pre-Approval form for ‘moved providers’. Melissa has agreed it is not required for a renewing provider as long as ADE already has a copy on file. Email was sent on 2/23/2012 to all Sponsors.*
 - *We understand it is important for you to establish and maintain good rapport with your Providers.*
 - *It is ADE’s goal to reduce compliance issues and we recommend the use of the USDA Family Day Care Homes Monitor Handbook.*

PROVIDER RECORDKEEPING – MENUS:

- Open discussion regarding menus and the need to have them available ahead of time for parents, your agency monitor and ADE reviewer.
 - Is your Provider appropriately documenting substitutions to the menu and the availability of accessing Electronic Minute Menu?
 - Addressing compliance issues with your Provider regarding Menus and the ADE date regarding compliance of this item.
-
- *Provider must have menus available and viewable to a parent prior to that business day – Continue to complete meal counts at the end of each business day.*
 - *Access to Minute Menu/Electronic menus and meal counts must be immediately available at time of review. ADE needs to see that Meal Counts have been done on the computer as of the prior day to the visit. Provider must provide a copy or show electronic menu at time of visit.*
 - *Your Agency Monitor and ADE need to have menus readily available during a review to confirm that Provider is actually serving the meal on menu and to verify the documentation of any substitutions made to the menu.*



- *Please reference USDA FDCH Monitor Handbook Page 8, C. 'Meal Service Review' and Page 14, 'Menu Records' for specific information as required by CACFP regulations.*
- *ADE will give Sponsoring organizations until October 1, 2012 to have Providers re-trained and to come into compliance on menus.*

MARICOPA COUNTY HEALTH DEPARTMENTS:

- ADE alert to FDCH sponsoring organizations of memo from Maricopa County Health Department and that they will no longer do inspections after June 2012.
 - Discussion on individual Sanitarians.
 - Flyer from the Department of Public Safety and change on Fingerprint Clearance Card fees from \$69.00 back to \$67.00.
-
- *Yes it is okay to use a Sanitarian in good standing with the State of Arizona— Start working now on finding a Sanitarian for home inspections for Maricopa County.*
 - *Flyer from DPS provided – Please note that if DPS does not receive the exact amount on the Fingerprint Fee they will return your check and will further delay your renewal or issuance of new Fingerprint Clearance Cards.*

ACCEPTABLE CORRECTIVE ACTION (CA) REVIEW/INSPECTIONS:

- Discussion of requirements for CA on items in the Provider homes; for example – hose bib, food thermometer, outlet cover or whatever the item written up on a Health Inspection as a possible safety hazard.
 - What proof is required or what is sufficient documentation to satisfy the corrective action – a photo, receipt of purchase or written corrective action.
 - Why is a physical inspection visit required to confirm that hose bib or outlet cover has been corrected when a receipt and photo can be provided.
 - Issue of consistency from CACFP specialists regarding receipt requirement of CA.
-
- *Photos alone are NOT acceptable.*
 - *Anything that is written up on a Health Inspection is a possible safety hazard and must be corrected prior to approval – The inspector is the authority.*
 - *ADE does not have the authority to say it is a minimal finding.*
 - *It is the Sponsors responsibility to require that the Provider satisfy the CA even if it requires a physical inspection visit to confirm. Reference below example:*
 - *A provider moves to a new address and there is no hose bib – Receipt would be sufficient proof of corrective action completed. However, some items cannot be verified with a receipt and will still require a physical follow-up. E.g. construction items in back yard.*
 - *A 'provider' having an updated home inspection in the same home and again there is no hose bib – Requires 'CA' because this is a reoccurring problem at the same address and a written response from the provider is needed on how they are going to ensure that the hose bib is on at all times.*



- *Note that any 'reoccurring problem' at the same address requires a physical follow-up.*
- *Mandy will discuss this with the ADE team to help ensure consistency.*

LETTER TO PROVIDERS (SERIOUSLY DEFICIENT / TERMINATION LETTERS):

- Copy of letters to providers on serious deficiency and terminations need to be submitted to ADE.
 - ADE – Auditors and – USDA will need the letter in both Spanish and English when letter is sent to a Spanish provider.
-
- *Sponsor organizations will provide a copy of letter in both English and Spanish.*
 - *USDA has requested that ADE provide copy of these letters to ensure compliance.*
 - *ADE will revisit the templates to ensure accuracy.*

DIRECT DEPOSIT:

- Recommendation of using Direct Deposit to the sponsoring organization bank account.
 - Discussion on timely receipt of reimbursement checks.
-
- *Mandy to send ACH Vendor Authorization form for those sponsors that want to go Direct Deposit. Email was sent on 2/21/2012 to all sponsors.*
 - *Reimbursements to direct deposit accounts happen a few days earlier than check processing.*
 - *Direct Deposit is particularly helpful because the bank won't have to hold the check for a few days prior to processing due to the large dollar amount.*

COMPLIANCE MANUAL UPDATE:

- Discussion of FDCH Compliance Manual update and request for sponsoring organization feedback.
-
- *Mandy to email Manual to everybody – Council members and all sponsors.*
 - *Request to all sponsors to provide their comments and feedback both to Mandy and their Specialist.*
 - *The goal is to start the process and have updates into those chapters by the next Advisory Council meeting for review and last minute changes. Will do 1 or 2 chapters at a time.*



PUBLIC PARTICIPATION REQUESTS:

BJ Enterprises – Beverly O’Neill – Provider Application and Enrollment Forms

- I personally want to know from you – what the specialist looks at when on applications and what information you want – and what are you using it for?
 - When a Provider does 24-Hour care and can we write 24/7 and not have to write the time without the application being thrown back.
 - Enrollment forms and parent working overtime hours – how do we document?
-
- *The specialist will make sure the application is complete and the information goes into our database which we later use when planning reviews and deciding which meal to observe.*
 - *The comment section is provided for those items, you just need to be specific – Example:*
 - *AM Snack and Lunch are claimed occasionally and maybe only twice a month.*
 - *7am to 4pm but in the line next to it you could say a couple times a month Provider will be open due to overtime from 7am to 6pm.*
 - *Menu time and Meal time – As long as its within the approved meal times then it doesn’t have to be the same exact time since they are serving within 11am-1pm and the menu says 12:30.*
 - *For auditing/auditor purposes, don’t check the meals not claimed – this way ADE knows the kids are still being fed and the auditor can see the meal is not being claimed.*
 - *Their actual business hours may be longer but the CACFP hours are different and it would be another appropriate way to document. This would probably be the easiest way.*
 - *Mandy to ask Melissa regarding documentation of the 24-Hour Care Provider.*
 - *Parent needs to specify on enrollment form that occasionally the child will need weekend care or two additional hours in the evening – they need to be specific.*
 - *This is work in progress and I encourage you to work with your Specialist.*

ABC, Inc. – Darci Curtis Arce – Fingerprint Cards

- When a Provider has dropped and then changes her mind and wants back on CACFP and the Fingerprint cards expires during the application process.
-
- *The rule is that once Fingerprint Clearance Cards expire the Provider cannot claim meals on the CACFP.*
 - *Sponsors need to remind Providers during renewal training or when scheduling inspections that expired cards or health and fire inspections once expired will cancel any reimbursement claim.*
 - *The goal is to have your Providers maintain current required documents for program compliance.*



NHER – Angela Hilton – Provider Recordkeeping and Enrollment Forms

- In researching for this meeting I found three areas with different information on enrollment forms. So I want to reiterate the information on menus, enrollment forms, monitoring forms, sign-in/out sheets and I want to know exactly what you want today.
- *Please reference USDA FDCH Monitor Handbook, Page 10, Item B. Recordkeeping. For all reviews, providers are expected to have their CACFP paperwork up to date and readily available. Although the sponsor may keep copies of the records, each Provider must have the following original documentation onsite.*
 - *Current licensing or Alternate approval*
 - *Provider Application and Provider Agreement*
 - *Standards*
 - *Fingerprint Card*
 - *Sign-in/Out Sheets*
 - *Monitoring Review Forms*
 - *Menus*
 - *Meal Counts*
- *Any record pertaining to CACFP whether it is Federal or State required needs to be available, including attendance records – The current month plus 12-Months is a regulatory requirement.*
- *The State of Arizona has a 5-Year record retention law.*
- *Provider can store records older than 13 months off-site such as in storage, however, records must be in the Providers control and the provider must be able to get them within a reasonable amount of time. The Provider is required to maintain the full 5-Years.*

REQUEST FOR OTHER COMMENTS/QUESTIONS?

AAFDCP – Cathy Reagan, Question on FDCH License/approval Expiration Date

- Question in reference to USDA FDCH Monitor Handbook regarding License Approval Status: “In order to participate in the Program, FDCHs must be license or approved through their Federal, State or local authority to provide child care.
- *The Federal Regulation states that a Fire Inspection and a Health Inspection must be done on an annual basis – Every 12-Months.*
- *The guidance we received from USDA is once the inspection or FPC expires the Provider ‘no longer’ has a valid health/fire inspection or FPC.*



ASCC – Lori Mendoza, Question on Approving Provider Outside of Licensing Hours

- Question regarding the approval of a Provider for CACFP participation outside of their licensing hours.
- *No, because the Provider has been approved through their licensing agency and that's what they must adhere to.*
- *The rule is that Provider must adhere to those hours.*
- *ADE does not have authority here – the Provider must work that out with her licensing agency.*

ACTION ITEMS/DELEGATED TASKS:

- ACH Direct Deposit form will be emailed to Sponsors – M. Quintanar – **Email was sent on 2/21/12**
- Will ask the Director about the pre-approval form for a 'Moved Provider' – M. Quintanar – **Email was sent on 2/23/12**
- Please everyone with your next print request – Start using the new Provider Application, the one that has the question regarding 'gas utilities' – All Sponsoring Organizations

ANNOUNCEMENTS/CLOSING REMARKS:

- CACFP is proposing the next meeting be held Thursday, May 24th – Conference Room 100
- ADE relocating offices late June 2012 and I would encourage you to work this schedule into your calendar so that we get another Advisory Council Meeting before Renewal Training.
- Renewal Training for Fiscal Year 2013 is scheduled for the third week of July.
- In closing we'll stay in communication and if you have questions regarding today's meeting please do not hesitate to contact me or your specialist.

Meeting Adjourned at 10:30 a.m.

Next Advisory Council Meeting

Thursday, May 24, 2012

ADE – Conference Room 100

(Minutes Prepared by Teresa McCormack)

