



Arizona Department of Education
Health & Nutrition Services Division

HNS# 25-2021

MEMORANDUM

To: Family Day Care Home Operators of the Child and Adult Care Food Program
From: Melissa Conner, Associate Superintendent
Date: August 16, 2021

Original Signed

Subject: Renewal Guidance for FDCH Sponsors in the Child and Adult Care Food Program for Fiscal Year 2022

The purpose of this memorandum is to provide guidance for Family Day Care Home (FDCH) sponsors operating the Child and Adult Care Food Program (CACFP) in Fiscal Year 2022 (FY22). This guidance will review the waivers the Arizona Department of Education (ADE) has opted into and provide guidance for the application process for FY22. This memorandum includes questions and answers intended to provide clarification to FDCH sponsors when completing their renewal application and answer common questions related to operating under the FY22 waivers.

USDA Waivers for FY22 Operations

ADE has opted into the following waivers issued by USDA specifically for Child Nutrition Program operations in FY22, effective through June 30, 2022.

- [#87 Nationwide Waiver to Allow Non-Congregate Meal Service for School Year 2021-2022](#)
- [#88 Nationwide Waiver of Meal Times Requirements for School Year 2021-2022](#)
- [#89 Nationwide Waiver to Allow Parents and Guardians to Pick Up Meals for Children for School Year 2021-2022](#)
- [#93 Nationwide Waiver of Area Eligibility in the Afterschool Programs and for Family Day Care Home Providers in School Year 2021-2022](#)
- [#95 Nationwide Waiver of Onsite Monitoring Requirements for State Agencies in the Child and Adult Care Food Program – EXTENSION 3](#)
- [#96 Nationwide Waiver of Monitoring Requirements for Sponsors in the Child and Adult Care Food Program – EXTENSION](#)

ADE did not opt into the following waiver:

- [ADE Waiver to Extend Fire and Health Inspection Expiration Dates](#)

- [#91 Nationwide Waiver to Allow Specific Meal Pattern Flexibility in the Child and Adult Care Food Program for School Year 2021-2022](#)

In recognizing that children may be temporarily absent from care and still in need of meals, USDA issued *COVID-19 Child Nutrition Response #87: Nationwide Waiver to Allow Non-Congregate Meal Service for School Year 2021-2022*. [USDA SP 16-2021 Previously Issued Questions and Answers Relating to Operation of Child Nutrition Programs: Updated for School Year 2021-2022](#) indicates that this applies to all components of the CACFP, including FDCH, which means day care home providers who are open can provide meal service to participants in attendance, and can provide meals for participants who are temporarily not in attendance.

The non-congregate waiver can be used in combination with *COVID-19 Child Nutrition Response #88: Nationwide Waiver of Meal Time Requirements* and *COVID-19 Child Nutrition Response #89: Nationwide Waiver to Allow Parents and Guardians to Pick Up Meals for Children for School Year 2021-2022* to arrange meal service pick-ups or delivery for participants temporarily not in attendance. Sponsors must implement their own policy and procedure for providers to opt into these waivers; all recordkeeping requirements including enrollment, attendance, meal counts must be met by the providers and the sponsoring organization. USDA and ADE expect these waivers to only be used for the duration and extent they are needed.

Additionally, the *COVID-19 Child Nutrition Response #88: Nationwide Waiver of Meal Time Requirements* allows FDCH providers to extend meal times to facilitate social distancing during the meal service.

In order to provide additional support to FDCH operations during the COVID-19 pandemic, all providers, regardless of their tier determination, may be reimbursed at the Tier I rate, effective July 1, 2021 – June 30, 2022, as outlined in *COVID-19 Child Nutrition Response #93: Nationwide Waiver of Area Eligibility in the Afterschool Programs and for Family Day Care Home Providers in School Year 2021-2022*. Although all providers will be reimbursed at the Tier I rate, the tiering classification must be determined. Sponsors must continue to collect tiering documentation and determine eligibility and submit it to FamilyDayCareHomes@azed.gov. After June 30, 2022, providers will receive reimbursement based on their actual tiering determination, unless USDA extends the Tier I reimbursement waiver. To receive the Tier I reimbursement rate for all providers, FDCH sponsors must opt into the Tier I reimbursement waiver (#93) in the CNPWeb application and enter all providers as Tier I in their monthly claims.

ADE has opted into *COVID-19 Child Nutrition Response #95: Nationwide Waiver of Onsite Monitoring Requirements for State Agencies in the Child and Adult Care Food Program – EXTENSION 3*, and *COVID-19 Child Nutrition Response #96: Nationwide Waiver of Monitoring Requirements for Sponsors in the Child and Adult Care Food Program- EXTENSION*. FDCH sponsors will continue to have the option to perform offsite monitoring. Sponsors are reminded that this waiver does not waive monitoring requirements; rather, it allows monitoring to be conducted virtually. Sponsor monitors must indicate that the visit was conducted virtually on the monitoring form, and sponsors must review each provider three times per year and follow all other requirements outlined in 7 CFR 226.16(d)(4)(iii). Note, ADE plans to conduct onsite monitoring, and members of the Health and Nutrition Services (HNS) Compliance Review Team will be visiting providers and performing the Administrative Reviews for FY22 in person.

Effective October 1, 2021, virtual or off-site fire and health inspections can no longer be accepted. Fire and health inspections must be performed in-person, and within the correct timeframe. ADE is not extending the FY21 [Waiver to Extend Fire and Health Inspection Expiration Dates](#).

ADE did not opt into *COVID-19 Child Nutrition Response #91: Nationwide Waiver to Allow Specific Meal Pattern Flexibility in the Child and Adult Care Food Program for School Year 2021-2022*. Therefore, FDCH sponsors must ensure all snacks and meals served meet the meal pattern, including the use of crediting grains by ounce equivalents, effective October 1, 2021.

Waiver Opt-in and Reporting

ADE has streamlined the waiver opt-in process and incorporated opt-in fields into the CNPWeb Sponsor Application. For FY22, sponsors will need to indicate election of three waivers in Section 5 of the CACFP Sponsor Application: Parent Pickup (#89), Tier 1 Reimbursement (#93) and Sponsor Onsite Monitoring (#96). The remaining waivers listed above (#87, #88, and #95) may be used by all sponsors without notifying ADE. All sponsors will be required to report the use of each waiver (#87, #88, #89, #93, #96) and provide a description of whether and how each waiver improved services to program participants. ADE will release a separate memorandum to describe the required reporting process in the near future.

Application Guidance

Application renewal resources are located on the [Family Day Care Home webpage](#) under the *Renew your Participation in the Child and Adult Care Food Program* accordion. These resources include a checklist and a chart outlining the information that must be updated in the Management Plan and Budget.

Certificates for annual training requirements are required with the renewal application. Annual training requirements for FY22 include:

- FDCH FY22 Annual Renewal Training ([slides](#)). Training certificates are available to those who attended the live training on August 4, 2021, by sending an email to the FDCH Inbox at FamilyDayCareHomes@azed.gov. If you were unable to attend the live training, please contact your HNS Specialist.
- Crediting Grains in the CACFP Using Oz Eq ([Slides](#)) ([Recording](#))
- The annual [Civil Rights Compliance in the Child Nutrition Programs](#)

All certificates must be submitted at the time of the FY22 application renewal.

The CNPWeb Management Plans and Budgets for FY22 is open now. The CNPWeb application is anticipated to open in September.

HNS advises FDCH sponsors to complete and submit the Management Plan and Budget as soon as possible. **A sponsor must have a fully approved application by October 1, 2021 to receive an October advance payment.** ADE strongly recommends submitting a complete Management Plan and Budget **no later than September 15, 2021** to allow specialists enough processing time.

Questions and Answers

- 1. If I opt into the Tier I reimbursement waiver (#93), will my claims automatically be calculated as all Tier I providers?**

No. For claims through June 30, 2022, you must manually enter all the providers in the Tier I field of the claim in order to have them reimbursed at the Tier I reimbursement rate. Please refer to the FDCH FY22 Annual Renewal Training ([slides](#)) or contact your HNS Specialist for more information.

- 2. Will I have to fill out all the information in the Management Plan and Budget again?**

No. Much of the information in the Management Plan and Budget will remain the same. Please view the FDCH Renewal Application Chart on the [Family Day Care Home webpage](#) for a guide to the information that must be updated annually. You will also need to update any information that has changed, such as employee or contact information. ADE recommends that you review your FY21 Management Plan and Budget before completing the renewal application.

- 3. What waivers do I need to opt into by emailing the FDCH Inbox?**

All the available waiver opt-in questions are included in the FY22 CNPWeb application. Do not email the FDCH Inbox to opt-in.

- 4. What should I do if a provider refuses an in-person fire and health inspection?**

If a provider refuses an in-person fire and health inspection, they will be out of compliance with alternate approval requirements. They will be ineligible to claim meals.

- 5. What should I do if my health or fire inspector refuses to make in-person visits?**

If an inspector refuses to make in-person visits, they will need to be removed from the contract, or the contract with them will need to be paused or terminated. Providers will need to find other inspectors who will help them meet the alternate approval requirements.

Please contact your HNS Specialist with any questions regarding this guidance. You may also call 602-542-8700, Option 1, or email ContactHNS@azed.gov to reach the Specialist of the Day.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- 1. mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;*
- 2. fax: (202) 690-7442; or*
- 3. email: program.intake@usda.gov.*

This institution is an equal opportunity provider.