



Steuben and Schuyler's most trusted child care resource.

Child and Adult Care Food Program (CACFP) Participant Handbook

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**United States Department of Agriculture (USDA)
Child and Adult Care Food Program (CACFP)
Sponsored by the New York State Department of Health**

The Child and Adult Care Food Program (CACFP) is a federally funded program of the Food and Nutrition Service (FNS), United States Department of Agriculture (USDA). CACFP provides reimbursement for meals served in childcare settings and is made available in New York through the State Department of Health (DOH). DOH contracts a department of Pro Action to sponsor participation in this program for family day care, group family day care, and legally- exempt providers who care for subsidized children. Childcare centers must contract directly with DOH.

The mission of the Child and Adult Care Food Program is to ensure that child care providers serve nutritious and safely prepared meals and snacks to children age twelve and under in child care settings.

While it is the goal of this handbook to assist you in the day-to-day maintenance of your food program records, the staff members at Child Care Aware® of Steuben and Schuyler are happy to assist with any additional information or guidance you may need.

Child Care Aware® of Steuben and Schuyler CACFP Policy Statement

In order to maximize the quality of the services we provide to CACFP participants who provide child care in Steuben or Schuyler County, we do not enroll providers located outside of our county lines. In the event we receive an inquiry from a provider who does not reside in Steuben or Schuyler County, we will refer them back to the CACFP sponsor for their county.

Disclaimer: Although this handbook is thorough in detail, it is impossible to cover every possibility that could occur. It is the provider's responsibility to contact the CACFP Coordinator in any instances that are not noted in this handbook to seek guidance in their individual situation. Sound judgment and common sense should guide any decisions made by either the CACFP Coordinator or the provider.

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Program Eligibility

In order to participate in CACFP, the provider must be one of the following:

- A registered/in-process Family Day Care Provider.
- A licensed/in process Group Family Day Care Provider.
- A legally- exempt provider who has a notice of enrollment, provides care in her Steuben or Schuyler County home and provides all meal components for a child that does not live in the providers home.

Registered and Licensed Providers

In order to be reimbursed for meals, a provider must have a current registration, license through the state, or have an in process letter that was issued no more than 6 months prior. For Family Day Care facilities, CACFP can obtain in-process letters and registrations from the Steuben or Schuyler County Registrar. Group Family Day Care facilities are responsible for forwarding this documentation to Child Care Aware® of Steuben and Schuyler within 5 days of receipt. **Claims cannot be paid if a current license or in process letter is not on file.**

Legally- Exempt Provider

A Legally-Exempt Provider may claim reimbursement for meals served to day care children when they have a current Notice of Enrollment to provide legally-exempt childcare. In order to claim meals, the provider must always care for non-resident children in her Steuben or Schuyler County home and provide all the meal components. Once the provider is fully enrolled and the provider obtains the needed training, she is eligible to claim for the period on the enrollment form. Upon legally-exempt re-enrollment, a copy must be submitted to CACFP in order to receive continued reimbursement. Meals must be served to all children in attendance and be claimed.



Program Requirements/ Application Process

1. The childcare program must pass the Pre-Operational visit inspection. If not, corrective action must be completed. Unannounced follow-up visits will ensure that the changes are maintained.
2. Completion of a Continuous Application and Agreement (DOH-3705) at the on-site visit and if applicable, the Income Eligibility Application (DOH-4161) which may require submission of the prior years federal income tax forms 1040 and Schedule C.
3. The child care provider must obtain Minute Menu training prior to claiming in order to learn the requirements, Child Care Aware® of Steuben and Schuyler policies and procedures, meal patterns, how to keep complete, accurate records of menus and attendance on the Minute Menu forms or on the WEB and the meal review expectations.
 - This training constitutes as 2.5 hours of training for a childcare registration or license but not as the required 2.5 hours of annual CACFP training for the first year. This initial training counts towards the training requirements in the area of business for legally exempt, registered, or licensed providers.
4. Changes to the provider's original application must be communicated by the provider to Child Care Aware® of Steuben and Schuyler.
5. The provider must attend 2.5 hours of nutrition training annually at no cost to the provider. Minute Menu does not count as the first years training. A training focused on nutrition sponsored by Child Care Aware® of Steuben and Schuyler will need to be attended. This counts towards the training requirements in the area of health and nutrition for legally exempt, registered, or licensed providers.
6. USDA nutritional guidelines must be followed for meal service (Healthy Infant & Healthy Child Meal Patterns (CACFP-103/CACFP-102 and Food Review Checklist).
7. The childcare program must be maintained in accordance with all applicable regulations.
8. Complete and keep accurate records of child enrollments, menus and attendance must be submitted, maintained and available for review during an audit or DOH program review in the provider's home for a period of 3 years. Records of attendance and meals served must be completed daily. This is why all bubble forms come in a carbon copy format.

For providers claiming via the Internet, the provider has access to their attendance and meal records at any time as long as the provider has a working computer with the Internet connection on site. These providers only need to keep copies of the signed enrollment forms, which is prompted by the software as you print off the first enrollment form. When you complete your annual child re-enrollments, a copy of this form must also be kept as well.
9. The provider meal records must match the meal reviews conducted for a minimum of three meal review visits each year, all of which are unannounced except for the initial 28-day review.
10. Providers can distribute Building for the Future and WIC Brochures to newly enrolled families, upon re-enrollment **and** the Building for the Future form must be posted in the program.

Reimbursement Guidelines

At the time a provider enrolls in the food program, their reimbursement rate will be determined using a two-tiered means test.

Tier 1

Providers may qualify for the higher (Tier I) reimbursement rates if they meet one of these criteria:

- **They live in a low-income area**
 - The elementary school the provider's children would attend has 50% or more children participate in the free or reduced USDA program. A provider that meets these criteria is eligible for a period of 5 years.
 - The area in which the provider lives is considered under the 185% of the poverty level based on the latest census as well as the school free or reduced meal participation for the elementary school their child would attend is 40-50%. A provider that meets these criteria is eligible for a period of 5 years.
- **Their own family is income eligible**
 - An Income Eligibility Application (DOH-4161) must be completed including submission of a copy of a current federal income tax form 1040 and Schedule C, if applicable. Any losses cannot be deducted from the income; it can only be zeroed out.
 - The approval of the Income Eligibility Application is for a period of one year. When a provider's approval period is expiring, Child Care Aware® of Steuben and Schuyler will email the provider the most current application to print. For providers who do not have internet or printer access, Child Care Aware® of Steuben and Schuyler will send copies of the application to the provider in the mail. The application must be returned by the 25th of that month in order to continue to receive Tier 1 rates. The application-received date is the date of determination. Eligibility will begin the 1st of the month the application is received.

Tier II

If a provider does not meet at least one of the above criteria, they will receive the lower (Tier II) reimbursement rate. A provider can be determined as Tier II Mixed and receive a combination of Tier I and Tier II rates depending on family eligibility (refer to Tier II Mixed).

Tier II Mixed

If a provider has been determined Tier II, the provider can request that all or some of their parents fill out an Income Eligibility Application (DOH-4160) to determine if they are eligible to have meals that are served to their children reimbursed at the Tier I rate. Child Care Aware® of Steuben and Schuyler will email the provider the most current application to print and give to all parents in their program. For providers who do not have internet or printer access, Child Care Aware® of Steuben and Schuyler will send copies of the application to the provider in the mail. The parents need to complete one application for the entire family and mail their application directly to Child Care Aware® of Steuben and Schuyler or initial the top of the application to give the provider consent to submit the application on the parent's behalf. A family's income determination results cannot be disclosed to a provider. The provider will only know a ratio. For example, Child Care Aware® of Steuben and Schuyler can tell a provider that three of five families are eligible for Tier I.

Parents need to renew their Income Eligibility Application annually. Therefore, Tier 2 mixed providers will be notified to renew child income eligibility expiration at the same time they need to re-enroll all children in their care, by Child Care Aware® of Steuben and Schuyler. If the income eligibility application is approved, the higher tier rate will be paid for eligible children from the beginning of the month it is received.

Provider's Own/Resident Children

A registered, licensed, or legally-exempt provider, who meets income guidelines may also claim meals served to any resident children during business hours **when non-resident day care children are enrolled and present at the same meal service**. Income Eligibility is determined at the time of the provider's enrollment on the Income Eligibility Application (DOH-4160). Income eligibility is re-determined annually (See income eligibility on page 6).



Resident Foster Children

An income eligibility application must be completed for each individual foster child residing in a provider's home or a statement which documents the child's foster status must be submitted. A foster child is considered a family of one and is categorically eligible for Tier 1 reimbursement. If completing an income eligibility form, a new form is required annually and may need to be signed by the County Commissioner. Upon the expiration of the approval period, Child Care Aware® of Steuben and Schuyler will email the provider the most current application to print for parents of foster children in their program. For providers who do not have internet or printer access, Child Care Aware® of Steuben and Schuyler will send copies of the application to the provider in the mail. This form must be completed and returned by the 25th of the month to ensure continuous reimbursement.



**Child and Adult Care Food Program (CACFP)
Income Eligibility Guidelines for Tier I
(Effective from July 1, 2018 to June 30, 2019)**

Household Size	Year	Month	Week
1	\$22,459	\$1,872	\$432
2	\$30,451	\$2,538	\$586
3	\$38,443	\$3,204	\$740
4	\$46,435	\$3,870	\$893
5	\$54,427	\$4,536	\$1,047
6	\$62,419	\$5,202	\$1,201
7	\$70,411	\$5,868	\$1,355
8	\$78,403	\$6,534	\$1,508
For Each Additional Family Member	+ \$7,992	+\$666	+\$154

Definition of Income

“Income” means income before deductions for income taxes, employee’s social security taxes, insurance premiums, charitable contributions, and bonds, etc. It includes the following:

- Monetary compensation for services, including wages, salary, commissions, or fees
- Net income from self-employment
- Social security, Public Assistance, Welfare, Alimony or Child Support Payments
- Dividends or interest on savings bonds, income from estates or trusts or net rental income
- Unemployment compensation
- Government civilian employee, or military retirement, or pensions or veterans’ payments
- Any other cash income

Definition of Household

Household means a group of related or non-related individuals who are not residents of an institution or boarding house, but who are living as one economic unit. A foster child is considered a household of one.



Child and Adult Care Food Program (CACFP) Reimbursement Rates

For Meals Served in Child Care Homes
EFFECTIVE July 1, 2017 to June 30, 2018

	Tier I	Tier II
Breakfast	\$1.31	\$.48
Lunch/Supper	\$2.46	\$1.48
Snacks	\$.73	\$.20

Daily Reimbursement Limitations

The USDA limits daily reimbursement to two meals and one snack or two snacks and one meal per child per day. However, it is advantageous to the provider to record all meals served. The Minute Menu System will automatically claim the most financially advantageous combination of the meals claimed. In addition, when a meal is disallowed due to a mistake in paperwork the computer can then reimburse for another meal. All meals disallowed are tracked and totaled on an end of the year tax report to assist providers at tax time.

For example, if a provider offers a child breakfast, am snack, lunch, pm snack, and dinner, the provider will be reimbursed the highest combination - which is lunch, dinner, and one snack. If the lunch was disallowed because it did not meet USDA guidelines it would not be reimbursed but the computer would pay for breakfast instead. All non-reimbursed food expenses may be used as a tax deduction.

Training Requirement

A provider must attend 2.5 hours of CACFP sponsored nutrition training every year. Trainings are offered several times a year by Child Care Aware® of Steuben and Schuyler. CACFP training sessions are listed in the Child Care Aware® of Steuben and Schuyler's Training Catalog. These trainings are free to CACFP participants and can count towards licensing/registration requirements if applicable.

Trainings on topics like Food Safety and Allergies, Let's Move Childcare, Picky Eaters, Childhood Obesity Awareness, and Magnificent Menus. Trainings can vary year to year.

Training attended outside of Child Care Aware® of Steuben and Schuyler does not count toward the 2.5 hours required for CACFP. Failure to attend the required nutrition training by the end of the year will result in a Serious Deficiency determination (see Serious Deficiencies).

Meal Service

Day care regulations require meals and snacks be served regularly according to the hours a child is in care. Accurate meal times must be listed on the Application (DOH-3705). **Breakfast can be claimed between 5:00 am and 9:30 am, lunch can be claimed between 11:30 am and 1:30 pm and dinner between 5:00 pm and 7:00 pm. In order to claim a snack the child must be fed at the same time as the other children and present for at least 15 minutes. For a meal, the child must be fed at the same time as the other children and present for at least ½ an hour. There must be at least 1 ½ hours in between the end of a snack and the beginning of a meal and 3 hours between the end of one meal to the beginning of another meal.** CACFP regulations require monitoring visits be made during these times. Changes in these meal times must be reported to the CACFP.

All children in a provider's program (infants included) must be enrolled into the CACFP program. **If the child will not be participating, it must be noted on the enrollment form and still be claimed in attendance and at the meals.**

In addition, a provider **must** notify the CACFP monitor (a voicemail or email can be left) if they are not going to be home during a mealtime that was approved by Child Care Aware® of Steuben and Schuyler. If an unannounced visit is attempted at the approved mealtime and the provider is not present during the time submitted, the meal will be disallowed, unless the absence was reported.



Nutrition Requirements

USDA requires each meal contain selections from the five food groups (breads, fruits, vegetables, meat/meat alternatives and milk). Specific portion sizes are required depending on the age of the child. These meal guidelines are outlined in two Food Charts; one for infants under one year (CACFP 103) and one for children 1 to 12 years of age (CACFP 102). Providers must develop their own menus according to these nutritional guidelines and use the standard Minute Menu Food Chart for menu reporting. Menus should reflect a variety of low fat, low sugar and low salt foods. It is required that children over the age of 2 years old be served unflavored 1% fat or skim milk. Juice is limited to one 4-6oz serving per day. Water is strongly recommended to be offered to children throughout the day and is required to be served and claimed when a beverage is not served at a snack. By offering a variety of foods, the children's nutritional needs should be met. The guidebook *Crediting Foods in CACFP*, produced by CACFP, can help the provider with nutritional and portion requirements.

Infant Meal Requirement

CACFP defines an infant as a child up to their first birthday. CACFP requires participating providers offer meals to infants in care if the child is present during the meal service period. A provider must **offer** at least one iron-fortified infant formula that would satisfy the needs of one or more of the infants in care (Parent's Choice is the most economical). An infant's parent or guardian may decline the formula or food being offered and supply some or all of the infant's meal components instead. The formula determination must be documented on the enrollment form by the parent or guardian. CACFP requires that both the provider and the CACFP sponsor have an enrollment form on file for all infants.

Claiming Infant Meals

Meals and/or snacks served to infants who are not yet developmentally ready for solid foods can be claimed for reimbursement if the caregiver feeds the infant breast milk provided by the parent or infant formula supplied by the parent or provider. An infant's meals and/or snacks cannot be claimed for reimbursement if the breastfeeding mother nurses the infant on-site unless that mother is the day care provider. A CACFP income eligible day care home provider may only claim meals served to their own infant at a mealtime when other enrolled, non-resident children are present.

Once the parent requests the caregiver feed solid foods (a doctor's statement is required if solid foods are served prior to the 4th month), the meal is reimbursable only if the caregiver provides at least one component of that meal. The provided component could be the iron fortified formula *or* breast milk (if infant is the provider's) *or* a solid food component such as infant cereal, vegetable/fruit or bread or cracker product. If the infant is eating solid foods and the parent provides the breast milk or formula and all solid foods fed to the infant, the infant meals cannot be claimed for reimbursement. **Meals and attendance must still be recorded for infants who are not participating in CACFP.**

If an infant is 8 months or older, a meal can be claimed for reimbursement only if the meal meets the CACFP Infant Meal Patterns (CACFP 103) and the caregiver provides at least one of the required meal components. The provided component could be the iron fortified formula *or* breast milk (if infant is the providers) *or* a solid food component such as infant cereal, vegetable/fruit or bread or cracker product. If the infant is eating solid foods and the parent provides the breast milk or formula and all solid foods fed to the infant, the infant meals cannot be claimed for reimbursement. Meals and attendance must still be recorded for infants who are not participating in CACFP.



On the infant's first birthday, the meals must be served according to the regular meal requirements instead of the infant requirements. A transition time of 1 month (from the date an infant turns 12 months to 13 months of age) is permitted during which a medical statement is not required when iron fortified infant formula is served. If a parent requests that the provider continue to serve infant formula beyond 13 months, a statement from a recognized medical authority must be on file. If the parent supplies breast milk, the child can be served breast milk as a substitute for the milk requirement for as long as the mother wishes without having to submit a medical statement. Breast milk is a substitute for cow's milk in the Healthy Child Meal Pattern.

Cow's milk is **not** creditable when served to children under the age of one.

Combination dinners which include food from two different food groups, for example turkey and peas, are not creditable for reimbursement. Meal components must be a single item such as turkey, peas, carrots, squash, **or** same component combinations like strawberries and bananas. If a combination dinner is desired, the provider can mix the individual components together in order to be creditable.

The main ingredient on the containers of infant foods must be the food on the label in order to be creditable. For example, if the fruit is peaches the first ingredient on the label must be peaches; not water, corn syrup or sugar.

All bread components must have whole or enriched flours as the first ingredient in order to be creditable. For example, the Gerber puffs list flours but they are not enriched.

A CACFP participating provider cannot refuse to provide formula/food to an infant in care.



Special Diets

Requirements for Participants with Disabilities

- Food substitution* and/or meal pattern modifications** are mandatory to accommodate participants whose disability restricts their diet as specified by a licensed physician.
- Meal Pattern modifications (but not food substitutions) require a medical order.
- The medical order required for mandatory meal pattern modifications must be kept on site and a copy must be submitted to Child Care Aware® of Steuben and Schuyler. The special information section of the child’s enrollment form must indicate a special diet. The medical order must describe:
 1. The participants disability and how the disability restricts their diet
 2. The major life activity affected by the disability
 3. The food(s) to be omitted and the food(s) that must be substituted
- When a child with a disability is 13 years of age or older, a statement from a licensed physician specifying a need for care is required regardless of diet. This statement must be kept on site and submitted to Child Care Aware® of Steuben and Schuyler with an enrollment form indicating “Special Needs” in the Special Information section.

Requirements for Non-Disabled Participants

- Food substitutions are permitted for non-disabled participants. No medical documentation is required, however, it is recommended.
- Meal pattern modifications are permitted if a medical order is provided.
- The medical order required for meal pattern modifications must be kept on site and a copy must be submitted to Child Care Aware® of Steuben and Schuyler. The special information section of the child’s enrollment form must indicate a special diet. The medical order must describe:
 1. The participant’s medical or other special dietary need which restricts their diet
 2. The food(s) to be omitted and the food(s) that may be substituted
- If the parent or guardian of a non-disabled participant elects to supply a food item(s), the meal can be claimed for reimbursement if the provider supplies other meal components. However, if the food item is a meal pattern modification, the appropriate medical order must be available.

* A food substitution is one creditable food item being replaced by another creditable food item of the same food component category. A medical order is not required. For example, replace banana for a child that has a citrus reaction to maybe oranges. For non-dairy substitutions for cow’s milk, a parent’s written request can be made as long as the non-dairy milk substitute is fortified and equivalent to cow’s milk, meets the standards as outlined below and in the 7CFR 210.10 (m)(3), and has been approved by the state agency.

Nutrient Per cup	
Calcium	276 mg.
Protein	8 g.
Vitamin A	500 IU.
Vitamin D	100 IU.
Magnesium	24 mg.
Phosphorus	222 mg.
Potassium	349 mg.
Riboflavin	0.44 mg.
Vitamin B-12	1.1 mcg

**A meal pattern modification is defined, as the minimum quantities of a required meal component or an entire component are not served due to a medical condition. A medical order is required.

Meal Reviews

Meal reviews are conducted for several reasons:

1. To provide support and technical assistance to providers
2. For Child Care Aware® of Steuben and Schuyler to ensure CACFP requirements are being met
3. Ensure compliance with OCFS day care regulations or Legally-Exempt Guidelines
4. To conduct a review of the provider's meal times and any other application changes that have occurred since the last visit.

During a provider's first year, there are four meal reviews. The first review is announced and is scheduled just after the provider's first claim month. All remaining reviews are unannounced. After the first year, a provider's meal service is reviewed at least 3 times a year, all of which are unannounced.

Meal disallowances occur at the time of meal reviews if:

- The provider is not home and a visit is conducted during the time approved by Child Care Aware® of Steuben and Schuyler, the meal will be disallowed unless the provider notified Child Care Aware® of Steuben and Schuyler or leaves a note stating where they have gone and when they will be returning. If two or more visits are conducted without a provider home, parental contacts may be made to verify childcare times, attendance and meals received.
- The meal observed does not meet CACFP requirements.
- The meal service and food prep area do not meet CACFP requirements.
- The meals, for which there is no written record for the month, up to but not including the day of the visit. A written record must include all meal components and the dates served. When using a pre-planned menu, meals must be dated for the current month or they will be disallowed. If the meal does not match the meal served, there must be documentation of substitution.
- The children's attendance has not been documented.
- A submitted meal claim does not match the monitor's review of the meal.
- If a provider is over-capacity during a meal review, reimbursement will not be made for any meals served during the over capacity period. A complaint will be made to OCFS. The same rule applies to over capacity found on menu and attendance records submitted by the provider.

***Any time a meal is disallowed at the time of a meal review an unannounced follow-up visit may be conducted to ensure any issues have been corrected. This visit may not count as one of the required three visits per year. Failure to correct will result in a notice of Serious Deficiency and possible termination. *See Serious Deficiencies and Termination**

Parent Verification

Child Care Aware® of Steuben and Schuyler is required to contact parents to verify enrollment and confirm information submitted on the Child Enrollment Form and the Child Care Attendance Sheets. Parent contacts may be contacted over the telephone or in writing.

Inactive Providers

It is the provider's responsibility to notify Child Care Aware® of Steuben and Schuyler when they are no longer claiming due to lack of children in order to become inactive. This is initiated either through a note on their monthly claim or by contacting their CACFP Monitor or Manager. In addition, Child Care Aware® of Steuben and Schuyler will make any provider that does not submit a claim for a period of 2 months inactive. **Once a provider is inactive, they cannot submit a claim until they contact the CACFP Monitor or Coordinator to specify when their reactivation date will be. If a provider is inactive for a span of time greater than 6 months, their application must be closed and a new pre-operational visit must be completed when re-activating.**

Moving

It is the day care provider's responsibility to notify the CACFP Manager when the location of the day care home will change. A relocated day care home must be treated as a new home and the following must be completed:

- Provider must notify Child Care Aware® of Steuben and Schuyler before moving.
- A pre-approval visit must be conducted and a new application and agreement must be completed at the new residence. A provider will not receive payment at the new residence until the approval visit is conducted.
- New License, Registration, in process letter or Legally-Exempt Enrollment

If a provider moves without notifying the CACFP Manager, none of the meals for the month the provider moved will be reimbursed until a pre-approval visit, application and agreement are completed.

Second Servings

Providers who care for different children throughout the course of the day may find it necessary to serve a meal or snack more than once. For example, assume four children come to your home at 7:00 am and you serve them breakfast at 7:30 am. They leave at 8:00 am for school, but four more children arrive at 8:15 am. You serve them the same breakfast at 8:30 am. Therefore, you have served breakfast twice. This scenario is referred to as a second serving. Refer to the recordkeeping section appropriate to the method you will be claiming for recording instructions.



Record Keeping for Manual Menu's- *Kidkare website users skip to page 22*

Child Care Aware® of Steuben and Schuyler uses the Minute Menu scanning system for processing CACFP reimbursement claims for providers who do not have access to the Internet.

Your Provider ID is: __02200_____

Required forms for claim reimbursement:

- Child Information Form (CIF)
- Child Enrollment Forms (initial application)
- Child Re-Enrollment Worksheet Form (annually, upon request)
- Menu Reporting Forms (Infant and/or Regular)
- In/Out Log Sheet (attendance) (Subsidy and CACFP)

All forms and envelopes for manual claims are supplied by Child Care Aware® of Steuben and Schuyler.

Child Information Form (CIF)

This form is to be completed the first time a provider submits menus. The provider will then receive a typed form regularly with their reimbursement check. It is very important providers review this form each month, mark any changes, add information needed on the bottom of the form, make a copy to keep, and return the original with the next menu claim. If there are no changes, ***the CIF must still be signed, dated, and submitted with the claim.***

This form is used to assign enrolled children an identifying number. This number will stay with the child as long as he/she is enrolled. This number is used on the enrollment form, menu forms and in/out log sheets. This number tells the system what child was served which meal on a specific day. On this form, the provider will also report any children added or deleted and any changes in the child care program regarding the children or attendance at am snack or lunch on a school day.

Instructions:

- Provider ID number (four digit number assigned by Child Care Aware® of Steuben and Schuyler)
- Assign each child in the program an identifying number, including the provider's own (if not able to receive reimbursement for own still enroll them if they are not yet in school)
- Use child's legal name, spelled correctly
- Child's correct date of birth
- Enrollment date, the first day a child attends your day care program
- Add any new children, assign a number, date of birth, date of enrollment in your program
- In July, change preschool childcare children to kindergarten, if enrolled in kindergarten and kindergarten to school age if the child is going to first grade.
- Remove any child that will no longer be participating in your program
- Indicate any days that day care was open during a **scheduled** school closing or holiday
- Record any school-age child present due to vacations, illness, snow days, or parent teacher conferences whom would normally not be there for am snack or lunch.
- Provider's signature/date, this can be done in pencil
- When assigning a new child a number, do not give them a number used previously by another child until the Claim Information Form (CIF) comes back with the child's name and information removed.

Child Enrollment Form

The enrollment form is used to enroll each child in the provider's program into the Minute Menu system. It also informs parents of the provider's participation in the food program. An Enrollment form must be completed for every child before a provider is reimbursed any meals for that child. If the provider is not eligible to claim her own children, an enrollment form must still be completed for those children not yet attending kindergarten. If a parent chooses to supply formula and all food components for an infant, an enrollment form must still be completed, signed, copy kept for the provider's record and returned to Child Care Aware® of Steuben and Schuyler within 3 to five business days from the first day in care. Parents must be given a *Building for the Future* flyer and WIC brochures when enrolling their children. **Enrollment forms must be returned within 3-5 business days from the first day in care.**

Instructions:

- Always use a #2 pencil, bubble in the entire circle (from the center out)
- Provider ID # (four digit number, leave last 2 boxes empty)
- Child's correct birth date
- Enrollment date, the child's first day attending the child care program
- Child's legal name, spelled correctly
- Shift number (always #1)
- Child's number, select any unused number from the Child Information Form. Do not reuse a number until the previous child's name no longer appears by the number.
- Special information (if applicable)
 - Related, if applicable
 - Non-participating, if the child is an infant and the parent is supplying all food components and refuses the food from the provider
 - Own participating or own non-participating, if applicable
 - Private Pay or DHS (subsidized) Pay
- Race (optional) and only filled in by the parent
- School information (if applicable)
- Parent will complete the section pertaining to infant feeding (if applicable)
 - The brand of iron fortified formula ***offered by the provider must be listed***
- Time in and out should be bubbled (whole hour on left and minutes on right). If times vary, mark the earliest the child arrives and the latest the child departs.
- Bubble days and meals child will be in attendance
- Parents complete the bottom portion, be sure they include both home and work phone numbers and sign (may be done in pencil)
- Provider's signature (may be done in pencil)
- In order to indicate Special Diet or Special needs, there must be a doctor's statement in the provider's file documenting the name of the child and what the special diet/need consists of. If possible, a copy should be sent in at the same time as the enrollment form. If not, a copy must be submitted within 10-15 days of enrollment.

Providers and parents are required to review a child re-enrollment worksheet annually to make any adjustments. Copies must be made of all enrollments, maintained on site in the provider's home and available for review during an Audit or DOH Program Visit.

Food Chart

The food chart is color coded in order to assist the provider in recording the correct numbers. It is important for providers to check the numbers they are recording on the Menu Forms. One invalid number for one component of one meal can result in the disallowance of the whole meal.

Example: Tier I provider serves grilled cheese (72) on white bread (31) peaches (27) carrot sticks (173) and 1% milk (5) to 6 children for lunch. If the provider puts an incorrect number for any one of the components or forgets to record a component number, or forgets to record the attendance, she has reduced her reimbursement by \$14.82. If she makes one of these errors four times within a pay period, she may have lost roughly \$59.28.

Bubbling Meal Components

All meal components are assigned a number and listed by category on the Food Chart. When bubbling in a component, first decide if it is a 2-digit number (ex. 01, 21, 88) or a 3-digit number (ex. 100, 188, 200...280).

- If it is a 3-digit number, it will begin with a one or a two only. Find the row that matches the component served. There are leading boxes with the numbers 1 and 2 listed, bubble in the correct number. Next to these numbers are two rows of the numbers 0-8, one row above the other. After the provider has bubbled in the one or two, the provider will bubble the next number in the top 0-8 row and bubble the last number in the bottom 0-8 row.
- If the number is a 2-digit number, disregard the leading boxes with the one and two and bubble the first number in the top 0-8 row and the last number in the bottom 0-8 row.
- Milk and water are only one digit numbers and are bubbled in the milk row.

Infant Menu Forms

On the Infant Menu Form, infants 0 to 3 months, infants 4 to 7 months and infants 8 to 11 months, each have their own sections. An infant moves on to the next section on the day they turn 4 months and again on the day they turn 8 months. In order to be reimbursed for infants, they need to be fed according to the Healthy Infant Meal Patterns chart (CACFP 103) and the Crediting Foods Guide. An enrollment form documenting what food components the parent provides must be in the provider's file as well as Child Care Aware® of Steuben and Schuyler's file.

Instructions:

- Always use a # 2 pencil with a good eraser
- Bubble in the correct month
- Write in the day, bubble in the correct number
- Bubble in second serving (if applicable)
- Bubble in each of the participating children's numbers (from the Child Information Form) in the attendance section; include your own infant, if applicable even if you cannot be reimbursed.
- Mark each component served- refer to the infant meal patterns as to the required components as they differ from the menu.
- Write in and bubble in four digit provider I.D. number, leaving last 2 boxes blank
- Sign name/date (may be done in pencil)
- Keep provider copy for your records for a period of 3 years in a manner available at the time of a DOH Program Visit.

Carbon copies of all menu's and attendance must be maintained on site for a period of 3 years in the provider's home and available for review during an Audit or DOH Program Visit.

Regular Menus Forms

The Regular Menu form is for reporting the food served at meals to children ages one year through their thirteenth birthday. The food components are listed on the food chart. This form is scanned, and cannot be scanned accurately if there are extra marks, spills, or if it has been folded or stapled. These mistakes could result in loss of reimbursement. In order for a meal to be reimbursed, it must meet the requirements of the Healthy Child Meal Patterns (CACFP 102) and listed as credible in the Crediting Foods Guide.

Instructions:

- Always use a # 2 pencil with a good eraser
- Bubble in the correct month
- Write in the day, bubble in the correct number
- Bubble in the second serving, if applicable (*See guidelines on page 15 & instructions below)
- Bubble in each of the children's numbers who were present (from the Child Information Form) in the attendance section, including the providers own children even if she will not be reimbursed for the meal. (Capacity Check)
- Mark each components served on the menu reporting form beside each meal
- Write in and bubble in four digit provider I.D. number, leaving last 2 boxes blank
- Sign name/date (may be done in pencil)
- Keep provider copy for your records for a period of 3 years in a manner available at the time of a DOH Program Visit.

Carbon copies of all menu's must be maintained on site for a period of 3 years in the provider's home and available for review during an Audit or DOH Program Visit.

The child's number that is used in the attendance box is taken from the Claim Information Form (CIF) and is the same number on the child's enrollment form. The provider needs to bubble in each child's number in the attendance box who was served a meal, not the total number of children that were served. Example, children # 4, 6, and 9 are served breakfast. Bubble in #4, 6 and 9 in the attendance box after the breakfast section on the menu form.

****The provider only needs to claim what is listed on the menu form. If extra is served during the meal, do not report it on the menu form.***

Second Serving/ Split Shift Recording

Recording a 2nd serving (split shift) on a Regular or Infant Menu Form is relatively easy. The first of the two servings is recorded just as if it were served by itself. Then in the next column on the form, you mark the same day on the column header but also mark second serving. For the given meal, you record the food on the second column and mark the children who were still in attendance at your program during the second serving of the meal. This may mean a child is marked as attending both servings and/or shifts. This is necessary because they did not leave; you must mark the child numbers for all the children in your home when you record attendance, so children that were present for the first serving may also be marked as having attended the second serving. This tracks overall child capacity. You will only be reimbursed for one mealtime.

*The two columns do not need to be on the same page so do not worry if you are filling out the first serving on the third column on a menu form and the second serving on the first column of the second form, although they need to be in date order.

In/Out Log Sheet Child Care Attendance Sheet

The In/Out Log Sheet is used for the CACFP meal reimbursement purposes. Therefore, all children in attendance at your daycare need to be accounted for on these sheets. The Subsidy Department will send the provider separate white attendance sheets with the providers' subsidy reimbursement check for all children who receive subsidized care.

Instructions:

- Always use a # 2 pencil with a good eraser
- Bubble in the correct month
- Write in the last number of the year (ex. 2010 would be 0), bubble in the correct number
- Write in the day, bubble in the correct number

Meal Time:

- Bubble in the meals that you served that day (i.e. B equals Breakfast)
- Bubble in the time the meal was served (i.e. 7:30 am)
- Use the range if you are approved for second servings only! Select the period that matches your serving times. Example: You serve breakfast at 7:30 am and 8:30 am, an hour apart; therefore, you would bubble in the 60-minute range. (this is in addition to the notation of a second serving and second column on your menu's)

In/Out Times

- Children with the same drop off and pickup schedule (i.e. arrive and leave at the exact same time) can be recorded in the same block. Bubble the in and out times. Then bubble in which children arrived and departed at those times. For children with different schedules, use the next block.
- You may need to use several of the In/Out blocks to record the different times that the children arrive and depart. Each separate block is divided by a dark blue line. There are six blocks in each column.
- Sign name/date (may be done in pencil)
- Enter Provider number and bubble accordingly
- Keep provider copy for your records for a period of 3 years in a manner available at the time of a DOH Program Visit.

Carbon copies of all menu's and attendance must be maintained on site for a period of 3 years in the provider's home and available for review during an Audit or DOH Program Visit.

Always include any resident children not yet attending kindergarten and all resident children that are being claimed on the food program. As a rule, resident children are signed in when the first day care child arrives and out when the last child leaves. If resident children come and go while day care children are present, be sure to indicate these departures and arrivals. ***All children must be listed on the scannable attendance sheets, even infants who are not on the program or any non- participating child.***

When submitting your paperwork please remember to:

- Review each page to ensure they are bubbled neatly and completely with a number 2 pencil. If any pages are not complete, they will be returned to you for completion. This will require more postage and will probably delay your payment.
- Review your Claim Information Form (CIF), make any needed notes, changes or updates, sign it and make a copy for your records. In July, make sure you check the school information to be sure appropriate changes are made.
- Separate the two copies of all menus and attendance forms. Send the top copy and keep the carbon copy for your records and available for a period of 3 years.
- Put documents in order of
 1. Claim Information Form (CIF)
 2. Child Re-Enrollment Worksheet (when applicable)
 3. Infant Menus
 4. Regular Menus
 5. In/Out Log Sheets
 6. Subsidy Child Care Attendance Sheet
- Mail in an 8 x 10 envelope. **Do not fold or staple forms!** Any forms that cannot be scanned will be returned causing a delay in payment.
- Have the correct amount of postage. Any postage due envelopes will be returned to the provider and payment may be delayed (postage is a 100% tax deductible expense with a receipt from the post office)

Record Keeping for Kidkare Users-

Manual scan-able form users please go back to page 16 for Recordkeeping information

CACFP participants who have internet access can manage their day care children's attendance and meals on-line. Participants who wish to claim via this method must complete a hands-on, one-hour training, which occurs in the participant's home, or other agreed upon location. The provider must have a **working** email address, **access** to a computer with internet access and **access** to a workable printer (does not have to be at their home) at all times and check email at least weekly. A provider can enter data at a friend's house, neighbor's house, relative's, or the local library. **If the computer with the Internet access is not located in the childcare home, menu and attendance records will need to be printed and kept on site for a period of 3 years for audit or DOH program visits.**

Monthly Computer Maintenance Recommendations:

(These are minimum requirements to keep your computer running smoothly):

Windows Operating System updated through Windows Update
(www.windowsupdate.com)

Virus Scan

Cookies and Temporary files deleted

Disk Defragmenter

Disk Clean Up

Kidkare itself is not an installable software package. It is a series of web pages the provider accesses through their browser, just like accessing any other site on the internet such as www.yahoo.com. So the provider can, at any time, log in from any computer that meets the above minimum requirements.

Any providers who have these minimum requirements can use Kidkare. Kidkare is user friendly and anyone who can send email should be comfortable enough on the computer to use Kidkare.

Kidkare Log In

In most cases, the provider can login without any assistance. However, if there are any issues Child Care Aware® of Steuben and Schuyler will provide technical assistance in order to enable the provider to login.

- Open a web browser
- Type in www.Kidkare.com
- Click on login
- Enter your login Id that you were given 02200_____
- Enter your password (make sure Caps Lock is off): _____
(If you would like to change this password please let us know and we make the necessary changes)

On the Kidkare website there are detailed, easy to follow help instructions if you have trouble logging in. View them and troubleshoot. Then go through the steps below (some may be similar to the help guide).

Initial Trouble Shooting Tips:

- Make sure Caps Lock is not activated.
- Double check that all your pop-up blockers are disabled – use help as mentioned on the prior page. Please note: there are multiple areas to turn off Pop-up Blockers.
- Double check that your security is set at medium and is marked to allow pop ups from <https://www.kidkare.com>
- Clean out your Cookies and Temporary Files
- Complete a Windows Update
- Scan for Virus's
- Conduct Disc Defragmenter
- Conduct Disc Clean Up
- Shut down and reboot
- Call your CACFP Specialist or Manager



Kidkare is Inaccessible

It is possible that at times providers will be unable to access Kidkare website. This is inevitable because of problems inherent to the Internet- if any connection between your computer and the Kidkare Internet servers is severed, it can temporarily prevent you from visiting the Kidkare website. If this occurs, the best situation is to wait and try again. These kinds of problems are usually resolved in a matter of minutes or hours by the internet companies affected.

In some cases, the Kidkare website will be down for maintenance or upgrades. When possible, you will be given notice of these periods of Kidkare inaccessibility but in some cases, unforeseen technical factors may cause the site to become inaccessible without prior warning. Keep in mind the host of the Kidkare Website is located in Dallas, Texas, which is two hours behind our time. If the server goes down in the evening it may not be fixed until 11am-12pm our time.

If the provider experiences a period when they cannot access www.kidkare.com, the provider should:

- Check their email for a notification from Child Care Aware® of Steuben and Schuyler
- See if anyone in the house changed the security or pop-up blocker settings
- Wait 30 minutes and try again

- Wait an hour and try again
- Wait 3 hours and try again or wait until around 12pm.
- Contact your CACFP Specialist or Manager

A Provider's Computer Stops Working

A provider's computer could get a virus, a power surge, or some other random problem that prevents the use of the computer to record her meals and attendance on Kidkare.

Any already entered information is available on the website. In these cases, the provider and CACFP Coordinator will decide on one of the three options following for the next course of action.

1. Wait for the provider to fix the computer and finish entering the information (Daily attendance and menu records must be written and maintained on site until your next monitor visit, then they may be discarded- **Menu's must be dated with month/day/year**)
2. If the computer cannot be fixed by the end of the month and the provider has access to another computer, the provider can enter their information into another computer to complete the rest of the month's records and submit from the other computer. .
3. The provider could revert to the manual scan method until the computer is finished. This would be a final resort as the provider would have to obtain the forms and be trained in the filling out of the in/out log sheets, if they have not been already.

Enrolling Children

All children in the provider's childcare program MUST be enrolled even if they are an infant, the parent is bringing all food components, and the provider will not be claiming meals. In order to have the child's name appear when recording attendance and menus, the child must be enrolled. Providers must also enroll their own children, unless they are attending kindergarten and the provider is not eligible to claim her own children for reimbursement. To enroll a child:

Enrolling a child:

- After signing on- on right hand side click **+child**
- Fill out as much as you can-items marked with asterisk have to be filled in
- Enrollment date is the day child started or if new to program, date provider started CACFP

Once all areas filled out, you have two options on bottom right-

- ·"Enroll child"-puts the child in pending and print enrollment at a later time if printing is not an option now
- "Enroll/Print"-brings up enrollment form to print

Check In/Out:

- Enter correct date
 - ·If you click "Expand All"-this will bring up boxes to enter times in/out
 - If child is coming, click child's name at the time of entry-child will turn green and clocked in at that minute
- Once time is entered (if entered manually) child's bar will turn green

- If a child arrives, leaves, and then returns (ex. School) hit the green + and it will bring up 2 more boxes to enter time in/out

Meals (enter meal):

- Enter correct date
- Select infant or non-infant

➤ Infants:

- Select meal
- Select infant
- Enter food

- Non-Infants

- enter food under correct categories
- At bottom will be list of children
- Click children in attendance for that meal

* If 2 shifts are offered- select the correct box next to child's name to select which shift child attended

To Submit Claim:

- Select "Food Program" from left hand options
- Click "send to sponsor"
- Click "agree to terms"
- Optional but encouraged: "verify times"
- "Send"

Reports:

- To print enrollments
- Category: child
- Select a report: Child
- Select a child
- Run
- Print
- Have parents and providers sign and send to Child Care Aware® of Steuben and Schuyler within 7 days of child's start date

Calendar:

Provider Child Meals Scheduled menus

- Select which calendar at top
- Provider: if provider is closed for any part of the day:

- Click and drag on closed for business and drag to correct day
- If dropped on incorrect day, click on day and delete
 - Child: if child is in care and not in school (ex. snow day, sick)
 - At top click “child”
 - Click “provider” to turn off
 - Select correct child
 - Click on sick/no school (whichever is appropriate)
 - Drag and drop to correct day

***NOTE:** If the provider does not continue to enter the information and closed out of the child’s file, the information is stored on the internet.



- Save when all information for that meal is entered. “Save Success” will appear briefly in the top of the screen. After saving one meal, you can change the meal and serving time to continue recording for the day.
- Scheduled Meals:
 - When you open the “Record Meals” window and select the meal to record, a window will open asking if you want to use the “scheduled meal”.
 - Click Yes, if you did serve that specific meal. If you had a substitution, you can change it once the components are dropped into their appropriate sections.
 - Click No, if you did not serve that meal and enter as if you had not scheduled a meal.



This is an optional feature. With this feature you can plan future meals, shop for planned meals, and decrease the amount of time spent recording meals.

Create Template

- Click on “Plan Menu Template” at the bottom of the main screen or go to the toolbar across the top and select “Daily Activities” and then “Manage Menu Templates”
- Select “Add” to create a template or “Edit” to change a template
- Name the template and type in the food number or select the food components for that meal from a list that meets that component requirement by clicking on the box to the right of the food component.
- Save and close. At the top right corner of the screen a window will appear that states “Save Success”.
- To review saved templates click on “Edit” at which time all created templates will be listed.
- Continue until all of the meals you want to create templates for are saved.

Schedule Meals

- Click on “Schedule Meals” box at the bottom of the main screen or go to the toolbar across the top of the web page and select “Daily Activities” and then “Schedule Menu’s for Month”.
- The current month’s calendar will appear. Double click on the day you would like to schedule a meal or edit a meal.
- All possible meals will appear. Enter the components you want for that meal by typing the number or clicking on the box to the right of the component, which will then bring up a list of foods in that category.
- If you have created a template, you can schedule your meals and use a template by clicking on the “Use Menu Template” box at the bottom of each meal section. This will bring up all of the templates you have saved for that particular meal. Click on the meal you would like to schedule, it will automatically drop the components in and then click on “Save.” At the top right corner of the screen, a window will appear that states “Save Success”.
- Due to scheduling meals, your daily recording of meals will be much smoother as long as you serve what was planned, or only have to change one component you may not have had at the time you served the meal.
- The scheduled meals should be printed in order to mark any last minute changes which occurred and if the provider does not enter menu’s served daily in Minute Menu.

Withdrawing a Child

If a child is no longer going to be coming to the provider’s program, this child will need to be removed from the provider’s active list of children. If the child comes back after the provider has removed the child, the information can be re-activated and be placed in pending status by calling Child Care Aware® of Steuben and Schuyler. **Do not re-enter the information for the child.** This could compromise your claim and you may not be paid for that child’s meals. The steps are listed below:

- Withdrawal:
 - Go to the child’s file on home screen
 - At the bottom of the photo box click on the “Withdraw” box
 - Enter the last date that the child was in care and click on “Withdraw” again.
 - This child will no longer appear as an active child in the provider’s files, the child will only be listed under withdrawn children.

- The provider will not receive reimbursement for meals for the child after the date the child is withdrawn.
- Re-Activation:
 - If a withdrawn child returns to your daycare, **do not re-enroll the child**. Call the Child Care Aware® of Steuben and Schuyler CACFP department to change the withdrawn child’s status to pending. Then go to “Manage Child Information”. In that window, on the left side under the “Filter Child List”, select “pending”. Then on the right side, select the child you would like to reactivate from the drop down menu. Then click on “Print” at the bottom left corner. Once you have printed the enrollment form, manually with a blue or red pen any information that may have changed from the last time the child attended your daycare. Write in the first day of care on the enrollment form as well. You and the parent must review any changes and sign. **Child Care Aware® of Steuben and Schuyler needs this form returned within 3 to 5 business days from the first day in care.**

Child Re-Enrollment Worksheet

Annually, CACFP Department of Health requires a re-enrollment for all children with any changes made for the families in the provider’s care as well as a re-distribution of WIC brochures to families in the provider’s care. A provider will receive a request from Child Care Aware® of Steuben and Schuyler when it is time for the provider to print off an “Enrollment Renewal Worksheet” and a deadline for submission will be noted in the letter to the provider.

- At the top of the web page on the toolbar, click on “Reports”, then “Children” and finally “Enrollment Renewal Worksheet”. The report will need to be printed.
- Please review, correct and complete as much of this report as possible.
- Have the parents review your changes and complete any missing information. All areas **must** be filled out completely.
- You will need to sign the top section of the each page and each parent must sign and date after their child/children’s names to verify that the information provided is true and correct. ***This form contains confidential information and should never leave the child care program with a parent.*** Please be sure the following information is provided;
 - The child’s address is written in the space under to the child’s name, as well as, the parents home **and** work phone numbers.
 - If the child’s attendance times vary, note this, but you must fill in the earliest time the child is dropped off and the latest time the child is picked up.
 - If the child is in school, make sure the child’s school type is correct (see the school type legend on the bottom of the last page). Select the School District the child attends, the days the child attends school, the departure time and return time. If the child is in preschool, Head Start, begin kindergarten, or does not attend any school, indicate no school.
 - The pay source should have No Pay, Private or Public (Subsidy) noted.
 - If the children are present on weekends, the drop off and pick up times need to be listed.
 - Review the days the child attends, as well as, the meals that the child receives (if the child is school age be sure to include the meals he/she would be present for when there is no school).
 - If the child is an infant under 1 year of age, the ***formula brand that the provider offers*** must be written in the area to the right of the formula statement (ex. Parent’s Choice).

- Parents must review the information and sign and date the report next to their child's information.
- Before submission, the provider must review the report for completeness and sign the top of the form, make a copy for their records to be available for a period of three years and return it to Child Care Aware® of Steuben and Schuyler
- ***If information on one child is missing, the whole report will be returned to the provider to complete which may interfere with the processing of your claim and could delay your reimbursement even if originally submitted on time.***
- ***This form must be completed, signed, copied and returned to Child Care Aware® of Steuben and Schuyler by the deadline listed in the letter.***
- Any child that lacks the above information or a parent's signature and date will be withdrawn from the program and if the child comes back to the program the process for re-activation needs to be followed (see Withdrawing a Child, Re-activation)
- ***All children will be withdrawn from the program if this form is not returned by the deadline.*** All children will need to go through the re-activation process (see Withdrawing a Child, Re-activation). ***Adjustments to menu claims will not be done in this situation.***

Submit Claim

After recording the attendance and menus up to the last day of the month and reviewing all the records (i.e. menus, attendance, provider and child calendars), your claim is ready to be submitted. All claims must be submitted by the 7th of the following month.*

- Print your in/out times report (see Recording In/Out Attendance)
- Review your meals (See Reviewing Meals)
- Submit claim to Sponsor by clicking "Submit Claim" on the main screen or select claims on the top toolbar and click "Submit Claim to Sponsor"
- It will prompt you to print different reports; you do not need to print the reports at this time since you have already printed your month of attendance. These reports can be lengthy and use a lot of paper and ink. If you recorded and reviewed everything, then click "Submit Claim".
- Read the attestation, if you agree click on, "I Agree".
- It should say submitted successfully; if not, contact the CACFP Coordinator or Monitor at Child Care Aware® of Steuben and Schuyler.
- You are now ready to begin recording attendance and meals for the next month. If the past month is still appearing you may need to "Advance the Claim Month" by clicking on "Claim" in the top toolbar and then "Change Claim Month". In the window that appears, click on the double arrows once and then Save.

*Please note: You can only record one month at a time. For example, you must submit August claim before you can begin recording September. You must keep written records and make them accessible to the CACFP monitor if you do not submit on the last day of the month.

Review Claims

After your claim has been submitted and Child Care Aware® of Steuben and Schuyler has received all new enrollments, your claim will be processed. Once processed, you can review your claim and any errors. This may mean that due to lack of backup or computer errors, your claim will be reviewed and your payment amount will be adjusted accordingly.

- Go to the toolbar across the top of the web page and select "Claims" and then "Review Claims" or select "Review Claims" icon.

- Your claim history will appear. Double click on the month/year you would like to review.
- A summary of the meals that you are being reimbursed for will be listed. This will include how many meals were paid to the provider at which tier reimbursement rate.
- On the right side of the window there is a box titled “Choose a Report”. Select “Claim Summary and Error Letter” to check if any mistakes were made and why you may not have received the reimbursement that was initially expected.
- After you have reviewed your errors and the records you submitted, please call Child Care Aware® of Steuben and Schuyler with questions regarding these errors.

If the computer with the Internet access is not located in the childcare home, menu and attendance records will need to be printed and kept on-site for a period of 3 years for audit or DOH program visit purposes.

Tax Report:

- On the toolbar across the top of the web page select “Claims” and then “Review Claims” or select “Review Claims” icon.
- Your claim history will appear, Click on the box at the bottom that says “Tax Report”. This report is used for your income tax return. It lists the total of all payments, meal reimbursements for your own children, amount of taxable income, deductible food expenses, and lists the meal reimbursement you did not receive the meals exceeded the 2 meals and one snack or 2 snack and one meal rule and those which did not meet UDSA meal requirements.

Processing Claims

Deadlines

All monthly reimbursement paperwork (CIF, menu's and in/out log sheets) must be received via hand delivery, overnight box (black box outside the back of the ProAction Building), postal mail, or Internet to Child Care Aware® of Steuben and Schuyler by the 7th of each month following the month being claimed. Claims will be accepted as late up to 30 days from the last day of the month for which reimbursement is being claimed.

Pay Day

Providers are reimbursed from CACFP on the 27th of every month. When the 27th falls on a weekend, scheduled check payment will be the next business day. When the 27th falls on a holiday, the scheduled check payment will be the previous business day. Providers can choose to have their check mailed or directly deposited into their checking account on the morning of the scheduled payment date. For more information regarding direct deposit, please contact a Child Care Subsidy Processor.

Error Reports

Error reports and a Child Information Form (if using the scan-able forms) are issued with each reimbursement check. Providers should review all reimbursements carefully for any errors in meal counts. If a processing error is found, it must be reported to Child Care Aware® of Steuben and Schuyler within 10 days from payment in order to receive an adjustment. See Payment Errors.

Payment Errors

All providers have until the last day of the month the claim is paid, to reconcile their reimbursement and submit adjustments to Child Care Aware® of Steuben and Schuyler for review. Child Care Aware® of Steuben and Schuyler will determine if the error is reimbursable. All allowable corrections are generally processed and paid with the next month's claim, unless the amount is over \$50 and the provider requests payment prior to the next claim.

Late Claim Submissions

If claims are submitted after the claim deadline of the 7th, the claim will be placed on hold and paid with the next month's reimbursement, contact Child Care Aware® of Steuben and Schuyler for the schedule of payment dates. Late claims can only be accepted 45 days after last day of month of care. (ex. Jan care can only be accepted Jan until March 15th). After this deadline, payment cannot be made.

Serious Deficiencies, Suspension, Corrective Action, Termination, and Appeal Procedures

Child Care Aware® of Steuben and Schuyler must initiate action to terminate the agreement of any day care home for cause if it is determined that the home has committed one or more serious deficiencies. This process does allow for corrective action and, in the case of proposed termination or suspension, an appeal.

Serious Deficiencies

Serious deficiencies for day care homes are:

- Submission of false information on CACFP applications or forms
- Submission of false claims for reimbursement
- Simultaneous participation under more than one sponsoring organization
- Non-compliance with CACFP meal patterns
- Three disallowances in a two year period due to meal review discrepancies
- Failure to keep required/ accurate records
- Failure to notify CACFP when a provider will not be home for a meal as approved.
- Failure to attend the required 2.5 hours of training per year
- Conduct or conditions that threaten the health or safety of a child/children in care, or the public health or safety
- Provider has been convicted, in the past seven years, of activity that indicated a lack of business integrity
- Any other circumstance related to non-performance under the agreement (DOH-3821), as specified by the sponsoring organization or New York State Department of Health.
 - The provider does not have current licensing approval, registration, or enrollment in accordance with State regulations and/or is not in compliance.

If a provider is found to be seriously deficient based on one or more of the above criteria, Child Care Aware® of Steuben and Schuyler will send a *Serious Deficiency Notice* to the provider, that:

- Identifies all serious deficiencies
- Specifies the corrective action that must be taken
- Establishes a deadline for corrective actions to be completed
- Notifies that a Serious Deficiency determination is not subject to appeal

Corrective Action

A corrective action must ensure prompt and permanent resolution of the problem(s) and must be completed in 30 days or less. If the provider completes the appropriate corrective action in the period specified, the notice of serious deficiency will be removed and a letter indicating no further action will be necessary will be sent.

Proposed Termination

If the provider fails to document or permanently correct the serious deficiency, a *Notice of Proposed Termination and Disqualification* will be sent to the day care home. This will inform the provider that:

- They have 15 days from the receipt of the notice to request an appeal of the proposed termination
- Failure to request an appeal within 15 days will result in Child Care Aware® of Steuben and Schuyler issuing a notice of termination and disqualification

- Termination, either voluntarily or following the loss of appeal, will result in disqualification from future CACFP participation.
- When disqualified, a provider's name is placed on the National Disqualified List. While on the list, a provider is unable to participate in the CACFP as a day care provider nor as a principal employee in any CACFP sponsor or childcare facility. A provider will remain on the list for seven years after the date of disqualification. If any debt relating to the serious deficiencies has not been repaid, the provider will remain on the list until the debt has been repaid in full.

Suspension

A provider will be suspended from the CACFP if it is determined there is an imminent threat to the health or safety of children or the public at large. **A provider that is suspended from participation does not have the opportunity for corrective action.** The provider will be sent a *Suspension Notice*, that:

- Identifies all serious deficiencies that constitute the imminent threat
- Informs them that CACFP participation is suspended as of date of notice
- Proposes to terminate the provider's agreement for cause
- Proposes to disqualify the home and the provider
- Outlines the procedures for appealing the suspension, proposed termination and disqualification

Appeals

A provider may request an appeal when Child Care Aware® of Steuben and Schuyler issues a notice of *Proposed Termination for Cause and Proposed Disqualification*, a *Suspension Notice*, or a *Notice Refusing to Sponsor a Provider*. **A provider cannot appeal a Serious Deficiency determination.**

A written request for a CACFP appeal must be made to the Child Care Aware® of Steuben and Schuyler Director within 15 days from receipt of the *Notice of Proposed Termination and Disqualification*, *Suspension Notice*, or a *Notice Refusing to Sponsor a Provider*. This request must:

- Include all documentation the provider wishes to use to support their appeal including, if appropriate, a statement of their intention to begin an Office of Children and Family Services (OCFS) licensing or registration appeal with permission to obtain appeal status from the OCFS.
- Include a request for copies of Child Care Aware® of Steuben and Schuyler's documentation, if applicable
- Specify if the provider wants an in-person CACFP hearing and if they choose to be represented by another individual, who that individual will be

The Director of Child Care Aware® of Steuben and Schuyler will send the provider a CACFP *Appeal Notice* acknowledging the receipt of an appeal request within 15 days of receipt. This notice will include:

- Copies of Child Care Aware® of Steuben and Schuyler's documentation, if requested
- Set a hearing date within 20 days of the receipt of the appeal request or state a written notification will be made containing a hearing date within 10 days of the licensing or registration appeal decision (if applicable).

A final decision will be made no more than 25 days after the CACFP in-person hearing, or CACFP appeal request, or the OCFS licensing or registration appeal decision (if applicable).

In the case of termination and disqualification, if the provider wins the CACFP appeal, Child Care Aware® of Steuben and Schuyler will send a *Removal of Proposed Termination and Disqualification Notice*. This will inform the provider that:

- The provider's agreement is not terminated
- The provider is not disqualified, and can continue to claim for eligible meals as they have been.

In the case of suspension, if the provider wins the appeal, Child Care Aware® of Steuben and Schuyler will send a *Removal of Proposed Suspension and Termination Notice when documentation is submitted as to the success of the appeal*. The notice will inform the provider that:

- The provider's suspension ended on the date of the CACFP hearing decision
- The provider's agreement is not terminated
- The provider is not disqualified, and can claim for eligible meals served during the suspension as long as they are submitted by the regular deadlines

In the case of a refusal to sponsor a provider, if the provider wins the appeal, Child Care Aware® of Steuben and Schuyler will send a *Notice of Eligibility*. This will inform the provider that:

- The provider is eligible for CACFP sponsorship through Child Care Aware® of Steuben and Schuyler
- The provider can begin submitting eligible claims beginning on the date of a completed application

If the provider loses the appeal or fails to appeal, Child Care Aware® of Steuben and Schuyler will send a *Notice of Termination and Disqualification*. This will inform the provider that:

- The provider's agreement is terminated for cause
- The provider is disqualified and placed on the National Disqualified List

Status of Program Payments

All **valid** program payments will continue to be paid during the Serious Deficiency process.

In the case of a Suspension, no claims will be paid during the suspension period beginning with the date of the *Suspension Notice*. If the provider wins an appeal to a suspension, any eligible meals claimed during the suspension period will be paid. A provider must continue to maintain records of meals served in order for a claim to be paid, if an appeal is won.

Re-Activation

Once terminated from the CACFP, a provider's name is placed on the National Disqualified List. While on the list, a provider is not able to participate in the CACFP as a day care home provider. In addition, they are not able to serve as a principal in any CACFP sponsor or childcare facility. The individual will remain on the list until the State agency determines that the serious deficiencies have been corrected or until 7 years after the disqualification. However, if any debt relating to the serious deficiency has not been repaid, the individual's name will remain on the list until such debt is repaid in full.

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*Child Care Aware® of Steuben and Schuyler is a member of the Early Care and Learning Council and
Child Care Aware® of America. We are NYS Standard of Excellence Certified and Child Care Aware®
Quality Assured.*