

**USDA CHILD AND ADULT CARE FOOD PROGRAM**

**FAMILY CHILD CARE PARTICIPANT BOOK**



**CHILD CARE DEVELOPMENT SERVICES**  
PROMOTING HEALTHY HABITS TO LAST A LIFETIME

*Sponsored by*

**CHILD CARE DEVELOPMENT SERVICES INC.**

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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 child care settings and is made available in Oregon through the Department of Education (ODE). ODE contracts with Child Care Development Services, Inc. (CCDS) to sponsor participation in this program for family day care, certified family day care, child care centers and legally- exempt providers who care for subsidized children.

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 CCDS are happy to assist with any additional information or guidance you may need.

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**TABLE OF CONTENTS**

| <b>Topic</b>                                    | <b>Page</b> |
|---|-------------|
| Program Eligibility                             | 5           |
| Program Requirements/ Application Process       | 5           |
| <br>  |             |
| <b>Reimbursement Guidelines</b>                 | 6           |
| Claiming own children                           | 7           |
| Claiming foster children                        | 7           |
| Tier I Income Eligibility Guideline             | 7           |
| Reimbursement Rates                             | 8           |
| Meal Service                                    | 8           |
| <br>  |             |
| <b>Nutrition Requirements</b>                   | 9           |
| Infant Meal Requirements                        | 9           |
| Special Diet Requirements                       | 10          |
| <br>  |             |
| <b>Meal Reviews</b>                             | 12          |
| Parent Verification                             | 12          |
| Inactive Providers                              | 12          |
| Moving  | 13          |
| Second servings/Shifts                          | 13          |
| <br>  |             |
| <b>Recordkeeping- Manual</b>                    | 13          |
| Claim Information Form                          | 13          |
| Child Enrollment Form                           | 14          |
| Food Chart                                      | 15          |
| Bubbling Meal Components                        | 15          |
| Regular Menu Form                               | 15          |
| Infant Menu Form                                | 15          |
| In/Out Log Sheet- (Child Care Attendance Sheet) | 16          |
| Paperwork Submission Order                      | 17          |

|  |    |
|--|----|
| <b>Recordkeeping- WEBKIDS</b>          | 18 |
| Logging In/ Troubleshooting            | 18 |
| WEBKIDS Inaccessible/ Computer Crashes | 19 |
| Enrolling Children                     | 20 |
| Recording/ Reviewing Attendance        | 21 |
| Recording Meals                        | 22 |
| Recording Meals for Infants            | 24 |
| Creating Templates                     | 25 |
| Scheduling Meals                       | 25 |
| Reviewing Meals                        | 26 |
| Claimed Foods and Attendance Report    | 26 |
| Managing Provider Calendar             | 26 |
| Managing Children/ Child Calendar      | 27 |
| Child Withdrawal/ Re-Activation        | 28 |
| Child Re-Enrollment Worksheet          | 28 |
| Submitting Claim                       | 29 |
| Review Claims                          | 30 |
| Tax Report                             | 30 |
| <br>                                   |    |
| <b>Processing Claims</b>               | 31 |
| Deadlines                              | 31 |
| Reimbursement Distribution             | 31 |
| Error Reports                          | 31 |
| Payment Errors                         | 31 |
| Late Claim Submissions                 | 31 |
| <br>                                   |    |
| <b>Serious Deficiencies</b>            | 31 |
| Corrective Action                      | 32 |
| Proposed Termination                   | 32 |
| Suspension                             | 33 |
| Appeals                                | 33 |
| Re-activation                          | 33 |

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

- A registered Family Day Care Provider.
- A licensed Certified Family Day Care Provider.
- A legally-exempt provider who has a notice of enrollment from the Department of Human Services (DHS).

**Program Participation Requirements and Application Process**

1. The child care program must pass the Preapproval visit inspection.
2. Completion of an Application and Agreement (Form 581-3694-E) at the on-site visit.
3. When applicable completion of Income Eligibility Application (Form 581-3514e-P) which may require submission of the prior year federal income tax forms 1040 and Schedule
4. Training for online claiming process prior to claiming in order to learn the requirements, CCDS 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.
5. Changes to the provider's original application must be communicated by the provider to CCDS.
6. The provider must attend nutrition training annually at no cost to the provider. Training focused on CACFP and nutrition sponsored by CCDS will need to be completed annually. Multiple formats for provider convenience will be offered, such as in-home, group workshop or completing a specified training online.
7. USDA nutritional guidelines must be followed for meal service (Healthy Infant & Healthy Child Meal Patterns (CACFP-103/CACFP-102 and Food Review Checklist).
8. The child care program must be maintained in accordance with all applicable regulations.
9. Records of attendance and meals served must be completed daily. A copy must be retained by the provider for a period of three years. Bubble forms come in a carbon copy format.
10. Complete and accurate records of child enrollments, menus and attendance must be submitted, maintained and available for review during an audit or CCDS program review in the provider's home for a period of 3 years.
11. Providers claiming online have 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.
12. Providers claiming online only need to keep copies of the signed enrollment forms, both original enrollment forms and annual child re-enrollments.
13. The provider meal records must match the meal observations and reviews conducted.
14. Following the conclusion of the initial training process all visits will normally be unannounced.
15. A minimum of three visits will be conducted each year.
16. Providers must distribute the Building for the Future publication to newly enrolled families.

## 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 one of the following criteria is met:

- **Reside in a low-income area**

The schools the provider's children would attend have 50% or more children that participate in the free or reduced National School Lunch Program (NSLP). A provider that meets this criteria is qualified for a period of 5 years or the area in which the provider lives in is considered under the 185% of the poverty level. This is based on the latest census. A provider who meets this criteria is qualified for a period of five years.

- **Provider family is income eligible**

An Income Eligibility Application 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, CCDS will email the provider the most current application to print. For providers who do not have internet or printer access, CCDS 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 begin or continue to receive Tier 1 rates. Eligibility will begin the date the provider signed the Confidential Income Statement as long as all required documents are included with the Confidential Income Statement.

### 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 eligibility of the families for which they provide care (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 to determine if their children are eligible to have meals reimbursed at the Tier I rate. CCDS 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, CCDS 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 CCDS 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, CCDS 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 30 days prior to child eligibility expiration by CCDS to collect Income Eligibility Applications for all children enrolled. If the application is approved, the higher tier rate will be paid from the beginning of the month it is received.

### Provider's Own/Resident Children

A registered, certified 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. Income eligibility is re-determined annually.

(See *income eligibility*).

### Resident Foster Children

If a State of local foster agency does not provide documentation for a categorically eligible foster child, an Income Eligibility Application identifying the child as a foster child must be filled out. Additionally, if a household chooses to do so, it may include foster children on the Income Eligibility Application.

The households with foster and non-foster children may choose to include the foster child as a household member, as well as any personal income earned by the foster child, on the same household application that includes their non-foster children. Foster children will qualify (categorical eligibility) even when the total household income exceeds eligibility guidelines.

| Household Size                        | <b>Reduced Price Meals</b> |         |                 |                 |        |
|---------------------------------------|----------------------------|---------|-----------------|-----------------|--------|
|                                       | Annual                     | Monthly | Twice Per Month | Every Two Weeks | Weekly |
| -1-                                   | 21,775                     | 1,815   | 908             | 838             | 419    |
| -2-                                   | 29,471                     | 2,456   | 1,228           | 1,134           | 567    |
| -3-                                   | 37,167                     | 3,098   | 1,549           | 1,430           | 715    |
| -4-                                   | 44,863                     | 3,739   | 1,870           | 1,726           | 863    |
| -5-                                   | 52,559                     | 4,380   | 2,190           | 2,022           | 1,011  |
| -6-                                   | 60,255                     | 5,022   | 2,511           | 2,318           | 1,159  |
| -7-                                   | 67,951                     | 5,663   | 2,832           | 2,614           | 1,307  |
| -8-                                   | 75,647                     | 6,304   | 3,152           | 2,910           | 1,455  |
| For each additional family member add | 7,696                      | 642     | 321             | 296             | 148    |

### Definition of Income

"Income" means gross income before deductions for income taxes, 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.

## Child and Adult Care Food Program (CACFP) Reimbursement Rates For Meals Served in Child Care Homes

**EFFECTIVE July 1, 2015 to June 30, 2016**

| Breakfast |        | Lunch & Supper |         | Supplement (snack) |        |
|-----------|--------|----------------|---------|--------------------|--------|
| TIER 1    | TIER 2 | TIER 1         | TIER 2  | TIER 1             | TIER 2 |
| \$1.32    | 0.48 ¢ | \$ 2.48        | \$ 1.50 | 0.74 ¢             | 0.20 ¢ |

### Daily Reimbursement Limitations

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 online 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 or meal components, the computer can then reimburse for another meal. All meals that are 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

All providers must attend CACFP sponsored nutrition training every year. These trainings are free to CACFP participants and offered in multiple formats. Failure to participate in 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. Breakfast can be claimed between 5:00 am and 8:59 am, lunch can be claimed between 11:00 am and 1:30 pm and dinner between 5:00 pm and 7:00 pm. In order to claim a snack a child must be present for at least 15 minutes. For a meal, the child must be present for at least ½ an hour and 20 minutes following the service of a meal. 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 reported on the application must be reported to the CACFP representative.

All children in a provider's program (infants included) must be enrolled into the CACFP program. **If a child is present but will not be participating in the CACFP due to (a) parental choice or (b) illness, it must be (a) noted on the enrollment form and (a &/or b) reported in attendance and at the meals.**

In addition, a provider **must** notify the CACFP representative (by phone call, voicemail, text or email) if they are not going to be home during a mealtime that was approved by CCDS. If an unannounced visit is attempted at the approved mealtime and the provider is not present during the time approved, the meal will be disallowed unless prior notification is received.

**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 be served 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.

**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. 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.

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

**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. 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. 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.

## Special Diets and Special Needs

### Requirements for Participants with Disabilities

1. Food substitution and/or meal pattern modification are mandatory to accommodate participants whose disability restricts their diet as specified by a licensed physician.
2. Meal Pattern modifications (but not food substitutions) require a medical order.
3. The medical order required for mandatory meal pattern modifications must be kept on site and a copy must be submitted to CCDS.
4. The special information section of the child's enrollment form must indicate a special diet. The medical order must describe:
  - a. The participant's disability and how the disability restricts their diet
  - b. The major life activity affected by the disability
  - c. The food(s) to be omitted and the food(s) that must be substituted
5. 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 CCDS with an enrollment form indicating "Special Needs" in the Special Information section.

### Requirements for Non-Disabled Participants

- 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 CCDS. The special information section of the child's enrollment form must indicate a special diet. The medical order must describe:
  - a. The participant's medical or other special dietary need which restricts their diet.

- b. 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 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.

ODE has approved six non-dairy milk substitutes: 8th Continent, Pacific Ultra, Kikkoman Pearl Smart Organic Soy Milk, 8.25 ounce individual pack only (Smart Creamy Vanilla and Smart Chocolate), Kirkland Organic Soy Milk (plain), Walmart Great Value Soy Milk (original), Sunrich Naturals Organic Soy Milk Plain and Organic Soy Milk Vanilla, 8 ounce only

**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. To ensure CACFP requirements are being met.
3. To ensure meal service and prep areas meet health and safety standards for children participating in the CACFP.
4. To conduct a review of the provider's meal times and any other application changes that has occurred since the last visit.

During a provider's first year, there are four reviews. The first review is announced and is scheduled just after the provider's preapproval visit. 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:

1. The provider is not home and a visit is conducted during the time approved by CCDS. The meal will be disallowed unless the provider notified CCDS. If two or more visits are conducted without a provider home, parental contacts may be made to verify child care times, attendance and meals received.
2. The meal observed does not meet CACFP requirements.
3. The meal service and food prep area do not meet CACFP requirements.
4. There are 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.
5. Daily meal count not up to date.
6. The children's attendance has not been documented.
7. A submitted meal claim does not match the monitor's review of the meal.
8. If a provider is over-capacity during a meal review, reimbursement will not be made for any meals served that are over capacity. A report will be made to CCD.

**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. A follow-up visit may not count as one of the required three visits per year. Failure to correct reason for meal disallowances will result in a notice of Serious Deficiency and possible termination. \*See Serious Deficiencies and Termination**

## Parent Verification

CCDS 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 made by email, over the telephone or in writing.

## Inactive Providers

It is the provider's responsibility to notify CCDS when they are no longer claiming meals due to lack of children in order to be designated as inactive. This is initiated either through a note on the monthly claim or by contacting the CACFP representative. CCDS 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 Representative to specify their reactivation**

**date. If a provider is inactive for a span of time greater than 6 months, their application must be closed and a new application and preapproval visit must be completed when re-activating.**

### **Moving**

It is the day care provider's responsibility to notify the CACFP Coordinator 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 occur:

- Provider must notify CCDS 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.

**If a provider moves without notifying the CACFP Representative, no meals for the month the provider moved will be reimbursed until a pre-approval visit, application and agreement are completed.**

### **Shift 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 shift serving. Refer to the recordkeeping section appropriate to the method you will be claiming for recording instructions.

***WEBKIDS website users skip to page 18***

### **Record Keeping for Manual Menu**

CCDS uses the Minute Menu scanning system for processing CACFP reimbursement claims for providers who do not have access to the Internet.

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)

**Forms and envelopes for manual claims are supplied by CCDS.**

### **Claim Information Form (CIF)**

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.

This form needs to be completed by the provider the first time menus are submitted. The provider will then receive a printed 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 for your records, 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.**

**Instructions:**

- Provider ID number (four digit number assigned by CCDS)
- Phone number
- Assign each child in the program an identifying number including the provider's own reimbursement.
- 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 June, change preschool child care 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 eligible to claim her own children, an enrollment form must be completed.

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 CCDS. Parents must be given a Building for the Future flyer when enrolling their children. Enrollment forms must be returned within 7 business days from the first day in care and submitted within the first month in order for meals to be reimbursed from the beginning of care.

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 CCDS Program Visit.

When submitting claims a prompt of “pending” will occur if you have entered child enrollment information into Minute Menu but a signed and dated enrollment form has not been received by CCDS. This is your reminder to let you know meals for a pending child will not be reimbursed until a signed and dated enrollment form is received and the child will then be considered “active”.

### **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 (74) on white bread (32) peaches (28) carrot sticks (165) and 1% milk (1) 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 \$13.08. If she makes one of these errors four times within a month, she may have lost roughly \$52.32.

### **Manual Scan Form Instructions**

#### **Bubbling Meal Components for Scanned Claim Forms #8511 and #8512 for Infants (Refer to exhibits A & B)**

#### **Instructions for All Scan Forms:**

- 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 for shifts (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.
- 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 event of an ODE visit.

### **Regular Menu Forms**

The Regular Menu form is for reporting the food served at meals to children ages one year until 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 cause mistakes and 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.

### **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 CCDS’s file.

**Second Serving/ Split Shift Recording**

Recording a 2nd serving (split shift) on a Regular or Infant Menu Form is simple. 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 meal service for any child.

\*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.

**Recording Meal Attendance on Scanned Forms**

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 food is served during the meal, do not report it on the menu form.**

**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. Always include any 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 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 June, 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
- Mail in an 8 x 10 envelope. **Do not fold or staple forms!** Any forms that are not able to 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)

**Copies of all menus and attendance records must be maintained on site for a period of 3 years in the provider's home and available for review during an Audit or CCDS Program Visit.**

## Record Keeping for WebKids Users

**Manual scan able form users please go back to page 13 for Recordkeeping information**

CACFP participants who have internet access can manage their day care children's attendance and meals on-line. 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) 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 child care home, menu and attendance records will need to be printed and kept on site for a period of 3 years for audit or CCDS program visits.**

### System Requirements:

Internet Explorer (IE) and Windows 98 or newer

- Not compatible with Netscape, Firefox, Safari, Google or IE 8 or Chrome as of 10/2016
- Go to the Internet Explorer website for a free upgrade if current IE is needed
- Disable All Pop-Up Blockers except Allow Pop-Ups from [https:// www.minutemenu.com](https://www.minutemenu.com)
- Information on how to turn off the pop up blockers is found on the login page of the Minute Menu website. This is how it reads: **"If you have any pop-up blocker, you could have problems with Minute Menu. Click here for help."** Medium security setting

### Monthly Computer Maintenance Recommendations:

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

Windows Operating System updated through Windows Update

([www.windowsupdate.com](http://www.windowsupdate.com))

Virus Scan

Cookies and Temporary files deleted

Disk Defragmenter

Disk Clean Up

WebKids itself is not an installable software package. It is a series of web pages the provider accesses through their browser (Internet Explorer), just like accessing any other site on the internet such as [www.yahoo.com](http://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 WebKids. WebKids is user friendly and anyone who can send email should be comfortable enough on the computer to use WebKids.

### WebKids Log In

In most cases, the provider can login without any assistance. However, if there are any issues CCDS will provide technical assistance in order to enable the provider to login.

- Open Internet Explorer
- Type in [www.minutemenu.com](http://www.minutemenu.com)
- Click on Current Providers
- Enter your login Id that you were given 09600 \_\_\_\_\_
- 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 WebKids 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.minutemenu.com](https://www.minutemenu.com)
- Clean out your Cookies and Temporary Files
- Complete
- Complete a Windows Update
- Scan for Virus's
- Conduct Disc Defragmenter
- Conduct Disc Clean Up
- Shut down and reboot
- Call CCDS Debbi Hoffmeister @503-489-2509

### **Minute MenuKids – Access MM on your device instead of on the Internet**

#### **WebKids is Inaccessible**

It is possible that at times providers will be unable to access WebKids website. This is inevitable because of problems inherent to the Internet- if any connection between your computer and the WebKids Internet servers is severed, it can temporarily prevent you from visiting the WebKids website (not to mention a large number of other sites on the Internet). 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 WebKids website will be down for maintenance or upgrades. When possible, you will be given notice of these periods of WebKids 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 Minute Menu Website is located in Dallas, Texas, which is one hour ahead of 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.minutemenu.com](http://www.minutemenu.com), the provider should:

- Check their email for a notification from CCDS
- 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 CCDS Program Manager Coordinator, Debbi Hoffmeister 503-489-2509

#### **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 Minute Menu.

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.

- 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, providing they have been entered into Minute Menu, they may be discarded. Menu's must be dated with month/day/year)
- 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. .
- The provider could revert to the manual scan method until the computer is operational. 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.

**There are two ways to navigate through the WebKids website. The provider can use the icons on the main screen or the toolbar at the top of the window. Using the toolbar is recommended for providers with a slow internet connection. Both ways of navigating are detailed below.**

### **Enrolling Children**

All children in the provider's child care 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:

- Using the toolbar at the top of the window, click on "Reports" then, "Child" and then "Blank Enrollment Worksheet".
  - Print this form and complete with the parent making sure the information on the form is complete and spellings are accurate.
  - Log back into WebKids to enter the obtained data
1. Click on the icon "Enroll Child" (the icon with the child under the tree in the upper right hand corner) **or** using the toolbar at the top of the window, click on "Children", then "Enroll Child Wizard", and finally "New Child".
  2. Child Tab: Enter the child's information completely using capital letters at the beginning of names and streets. Example: Sarah Smith, 14 Elm Street. The enrollment date is the first day the child is in your daycare or the date you applied to become a CACFP participant whichever is the most recent. Click Next.
  3. Parent Tab: The parent's information must be completed fully. Contact numbers must be listed.
  4. Schedule Tab: When entering the schedule, you must enter the earliest and latest time the child will be in your daycare, even if the times vary. The days must also be specified. It is okay if these days are not consistent. If you do not specify a child will attend on a Friday, then you will not be paid for any meals served to that child on Fridays. The meals that the child will attend for need to be checked. Remember, school age children might attend for a.m. snack and lunch on no school days. If the meal is not checked at enrollment time, then you will not be reimbursed for those meals.

5. The school district the child lives in and the school level must be entered. If the child is not in school yet **or attending preschool/prekindergarten/Head Start the school level is "No School"**. For school age children, a depart time and return time must be entered. These times are when the child leaves your daycare, by either bus or you dropping them off at school and when they return to your daycare. When you have a child entering kindergarten, you must contact CCDS CACFP staff so we can change their status in WebKids. Once a day care child is enrolled in kindergarten and school is no longer in session, he/she counts as a school age child.
6. meals and must list the formula that you offered to provide to the child.
7. If any part of the information is missing, the provider will not be able to advance by clicking on the next box. \*See note
8. After all the data has been entered, finalize enrollment and then click "yes"
9. Print the enrollment form
10. Have the parent/s review the information; make any corrections manually in blue or red ink.
11. Both the parent and provider must sign the Enrollment Form.
12. The child will now be considered a pending child.
13. Make a copy for your record (or print 2 for the parents to sign) and send the original enrollment form to CCDS- CACFP Department **within 7 business days from the first day in care.**
14. CCDS cannot pay for a pending child; if CCDS does not get this signed form before the claim is submitted the provider may not be paid for that child.
15. Copies of signed enrollments must be maintained by the provider for a period of 3 years and available at the time of an unannounced CCDS program visit or audit.

**\*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.

Follow these steps to continue:

O Using the toolbar at the top of the window, click on "Children" and then "Enroll Child Wizard". The new child's name will be listed- click on the child's name and begin where you left off. Continue with steps four through nine.

### **Recording In/Out Attendance: Provider May Keep on Minute Menu or Other Method**

At arrival and departure attendance **MUST** be recorded for all children who attend the provider's child care program even if they are an occasional drop-in child, a child whose parents refuse the CACFP program or an infant whose parents supply all food components and the provider will not be claiming this child's meals. They must be enrolled on the first day of care.

To record using Minute Menu:

- Click on the Record In & Out (children playing on a slide) icon **or** click on Daily Activities on the toolbar and select Record In/Out.
- The current date will automatically open. To record for a prior date, the provider will have to change the date manually. The box to the right of the date will open up a calendar where the provider can click on the day they would like to record.

**\*NOTE:** Data can only be entered for the current day or days prior and only back to the beginning of the current month, unless it is the beginning of the next month and the claim has not been submitted.

- All the children who are active/pending in the child care program will be listed. The provider only needs to record times for children who were present.

- It does not need to be noted for CACFP purposes when a child is absent. However, this does need to be documented on the Subsidy timesheets.
- Record the time the children arrived in the "First Visit In" and what time the children depart in the "First Visit Out".
- Ensure the times are labeled a.m. and p.m. correctly- if not, eligible meals could be disallowed.
- If the child is returning to the program from either school or an appointment, the provider will record the return time in the section titled Second Visit In and depart time in the section titled Second Visit Out.
- After all of the in/out times are entered for the day, click on Save. "Save Success" will be displayed in the upper right corner of the window. If you do not see "Save Success" displayed, save again.
- Change the date and you can conduct the same steps until you are finished entering all of the attendance. Remember, you can only record the previous day's attendance if you have written records to refer to.

To review your attendance entries:

- Using the toolbar at the top of the window, click on "Reports", then "Child", and then on "Child In/Out Times Report"
- Choose the month, click OK
- A window will pop up that states "Building Report". When it is completely downloaded, scroll through the days and review the entries to be sure they are accurate
- At the end of the month or as you complete the pages, this report **MUST** be printed out and maintained on site. Providers DO NOT SEND this to CCDS; this is for the provider's records only!

### Recording Meals

Providers need to record the meal components served at each meal to ensure the minimum requirements set by the USDA are met. Attendance at each of those meals must also be recorded in this section. To record meals:

- Double click on the icon "Record Meals" (Picnic Table) or click on "Daily Activities" on the toolbar and select "Record Meals".
- This section has two parts; one for non-infants and one for infants since the requirements are different.
- For instructional purposes we will start with non-infants and then go to infants.
- The non-infants menu is the window that will always open in this field, but make sure that the circle is filled in for non-infants (upper left hand corner).

**O Date:** The current date will automatically open. If the provider is entering meals for a prior day, this will need to be changed manually. The box to the right of the date will open a calendar where the provider can select which day they would like to record. Remember, you can only record the previous day's meals if you have dated written records to support your entry. **You must keep these records available for your next meal review.**

**\*NOTE:** Data is unable to be entered in advance and can only be entered back to the beginning of the current month, unless it is the beginning of the next month and the claim has not been submitted.

**Meal:** Select the meal by clicking on the dropdown arrow next to the meal box and then click on the meal.

**Number of Servings:** Under the meal date, select the number of servings according to the guidelines below.

- 1- Providers click on one if they serve that meal only once on that day
- 2- Providers click on two if they serve that meal twice on that day

Example: A provider served breakfast to a group of school age children at 6:30 a.m. and then at 8:00 a.m. serves breakfast to toddlers and preschoolers. The number 2 should be selected because there were two servings of that meal.

**Serving Time:** Enter the time you serve each meal. The serving times listed in the provider's file are automatically filled in here, but if the serving time is different, the actual time the meal was served must be manually entered.

**Meal components:** The meal component boxes will allow you to type in the 3-digit food number if you know it (if the number is #27- 027 needs to be entered) or you can click on the box next to the component and a window will open listing all allowable foods for that category. Click on the meal component served.

- For the main meals of Breakfast, Lunch and Dinner all of the boxes/ components must be served and filled out in order to receive reimbursement.
- For snacks, two of the components must be served and recorded. The two components must not be both fluids or a fruit and vegetable since they are considered one food group. Water must be served if there is not another fluid for the snack but does not count as one of the components.

**Attendance:**

- Sick: If a child who normally goes to school is present in the program because they are too ill for school. A check mark must be entered in the box in the column titled "Sick" by clicking on the empty box. This will allow a reimbursement for that meal since normally the child would not receive that meal on a school day. If not, no payment will be made for that meal.
- School out: If a child who normally attends school is present in the program because there is no school, then a check mark should be put in the box in the column titled "School Out" by clicking on the empty box. This will allow reimbursement for that meal since normally the children would not receive that meal on a school day. If not, no payment will be made for that meal.
- This area may already have a check if the no school day was planned on the school calendar. If there is already a check mark, the provider does not have to manually enter a check in the box. If there is not a check mark, the provider needs to manually enter a check mark into the box by clicking on the empty box in that column. If the attendance is entered by the computer, all children whether school age or not will have a check mark. A provider does not need to remove the check mark for children not yet in school.
- Attend 1: Children who were present for the first serving must be marked in this column.
- Attend 2: If the child was present for the first and second servings (even if the child only ate at the first serving), then a check mark should be entered in the Attend 1 column and the Attend 2 column. The provider will only be reimbursed for one meal.
- Children in Attendance: Check the number in the "Children in Attendance" box for accuracy.

- Save: Click on “Save” in the lower right corner of the window. At the top right corner of the screen, a window will appear that states “Save Success”.
- You can then enter the next meal and follow the same steps.
- Save when all information for that meal is entered. “Save Success” will appear briefly in the upper right corner of the current window. 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

### Recording Meals for Infants

- Double click on the icon “Record Meals” (Picnic Table) or click on “Daily Activities” on the toolbar and select “Record Meals”.
- Click on Infants in the top left corner.
- Date: The current date will automatically open. If the provider is entering meals for a prior day, this will need to be changed manually. The box to the right of the date will open a calendar where the provider can select which day they would like to record. Remember, you can only record the previous day’s meals if you have dated written records to support your entry. **You must keep these records available for your next meal review.**

**NOTE:** Data is unable to be entered in advance and can only be entered back to the beginning of the current month, unless it is the beginning of the next month and the claim has not been submitted.

- Meal: Select the meal by clicking on the dropdown arrow next to the meal box and then click on the meal.
- Number of Servings: Under the meal date, select the number of servings according to the guidelines below.
- 1- Providers click on one if they serve the meal only once on that day
- 2- Providers click on two if they serve the same meal twice on that day- this requires prior approval from CCDS.

Example: A provider served breakfast to a group of school age children at 6:30 a.m. and then at 8:00 a.m. serves breakfast to toddlers and preschoolers. The number 2 should be selected because there were two servings of the same meal.

- Serving Time: The serving time must be the same as the Non-Infant serving times so **do not change the mealtime** even if the infant is served at a different time.
- Choosing Infant: Click on the down arrow to the left of the infant’s name. Due to the different requirements throughout the first year, all infants must be recorded separately.
- Attendance: Click in the box in the Attend 1 or Attend 2 column (see page 20 for details). A check mark will appear which indicates that the infant was present for that meal.
- Meal Components: Enter the components for that infant’s meal.
- Save when all information for that meal is entered. “Save Success” will appear briefly in the upper right corner of the current window. From here you can change the meal and continue recording for the rest of the day.

- More than one infant in attendance: For other infants in your care at the same time, you need to save the first infant's information, and then you can click on the next infant you had in care and follow the same instructions as above.

### **Creating Templates**

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.

## Reviewing Meals

Providers must ensure their records of the foods served and the children that were present at the meals are accurate. Therefore, it is important that records be reviewed before submitting. There are two ways a provider can verify their records.

### Review Meals Icon

This method will allow you to see your records meal by meal only.

- Double click on the icon Review Meals (Girl playing ball with a dog) or click on Daily Activities on the toolbar and select Review Meals .
- Double click on the day you would like to review.
- Click on the meal you would like to review.
- Remember, this section has two parts one for non-infants and one for infants since the requirements are different. So be sure you review both sections if you have infants.
- Make any necessary changes or if all of the information is correct close out and it will take you back to the box to select a different meal.
- Continue until you have reviewed each meal claimed.

## Claimed Foods and Attendance Report

This report will allow you to see the whole month/day in one glance instead of meal-by-meal.

- On the toolbar across the top of the web page go to “Reports”
- Select “Claim”
- Select “Claim Foods and Attendance”
- Select the Month, click Ok
- It will build a report that may take a while depending on your internet speed.
- You can view this at 100% by changing the percentage on the toolbar.
- This report need not be printed unless you would like to have it for back up.

## Provider Calendar

Providers must record in the “Provider Calendar” the days or meals they will be closed, when they are open on a holiday or plan to be away from home during regular day care hours. For plan closures or away times, this needs to be recorded on the provider calendar the evening before at the very latest. Providers may also text, email or leave a phone message the evening prior to the schedule change. Providers need to call CCDS or text your coordinator when needing to be gone same day without advance notice –( example you wake up ill or no children will be there today.)

- Select “Tools” from the toolbar at the top of the window.
- Select “Manage Calendar”, the current month’s calendar will be displayed.
- When closed for a holiday or vacation, the provider will click on “Closed for Business”, hold down the left mouse button, pull it over to the date, and release the mouse button (drag and drop).
- If the provider was open and provided care on a holiday the provider must click on “Open for Holiday”, hold down the left mouse button, pull over the date, and release the mouse button (drag and drop). If you provide care on a holiday and have not dropped the “Open for Holiday” onto the date, all meals on that day will be disallowed.
- Once this information is entered, the provider must save and close out of this section.
- If “Closed for Business” or “Open on Holiday” is put on the wrong date; it can be removed by double clicking on the date. Then click on the words “Closed for Business”/“Open on Holiday”. Next, click on “remove”, “close”, and finally “Save”.
- Providers can advance through the year and enter whether they are open or closed for their vacations, holidays, or other days off.

## Managing Children/ Child Calendar

The provider is able to see all information that CCDS has on each child and is responsible for notifying CCDS if any information needs to be updated. Once the information is entered and finalized by the provider, the provider cannot make any changes to the data that was entered. The data maintenance the provider is responsible for is the child's calendar and withdrawing a child.

### Managing Children's Information

- On the toolbar across the top of the window, select "Children", then "Manage Children" or select the "List Children" icon (Sandbox).
- Make sure the Filter Child List states Enrolled and Pending. To the right, select which child's information you would like to review by clicking on the dropdown arrow. All the children enrolled in your daycare will be listed; select the child by clicking on their name.
- You can review the information that has been previously entered by clicking on the tabs across the top of each part of the child's file.
- If any changes need to be made, a "Child Enrollment Report" has to be printed. Any changes need to be made on this enrollment form in blue or red ink. Then reviewed and signed by the parent and the provider. The signed report needs to be submitted to CCDS within 7 business days from the effective date of the change.
- At the bottom of the Child File, click Print or on the toolbar across the top of the web page, click on "Reports", then "Child", then "Enrollment Report", choose a child by clicking on the drop down arrow, click ok, and finally click on Print in the upper left corner.

## Managing Children's Calendars

If a school-aged child is in attendance at your daycare due to no school or being too ill to attend school, you will need to note the reason the school-aged child was in care during school hours in the "Children's Calendar". If there is not a reason recorded in the "Child's Calendar", the provider will not receive reimbursement for that child.

- If not already in the child's file, follow the above directions until you get to the child's file. On the right side of the current window, click on "Calendar".
- The current month will be displayed
- If the child is not in school because school was out for parent-teacher conferences, snow day, etc. Click on "School Out", hold down the left mouse button, pulls it over the desired date and then release the mouse button (drag and drop). Be sure to click on the "Save" box.
- If the child is not in school because they were too sick then click on "Child Sick", hold down the left mouse button, pull it over the desired date and then release the mouse button (drag and drop). Be sure to click on the "Save" box.
- You can manage another child's calendar by selecting another child in the upper right hand corner. You do not need to exit to the Manage Child Calendar Window.
- If "School Out" or "Child Sick" is put on the wrong date, it can be removed by double clicking on the date; Then click on the words "School Out"/"Child Sick". Next, click on "Remove", "Close", and finally "Save".

### 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 CCDS. **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 as instructed in "Managing Child Information".
- At the bottom of the file 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 CCDS 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. **CCDS needs this form returned within 7 business days from the first day in care.**

### Annual Child Enrollment Update Worksheet

USDA annually requires a re-enrollment for all children with any changes made for the families in the provider's care. A provider will receive a request from CCDS 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, 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 CCDS
- **The whole report will be returned to the provider and may interfere with the processing of your claim and could delay your reimbursement even if not signed and submitted on time.**
- **This form must be completed, signed, copied and returned to CCDS 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 5th 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"
- When submitting claims a prompt of "pending" will occur if you have entered child enrollment information into Minute Menu but a signed and dated enrollment form has not been received by CCDS. This is your reminder to let you know meals for a pending child will not be reimbursed until a signed and dated enrollment form is received and the child will then be considered "active".
- MM 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".
- MM should say submitted successfully; if not, contact the CACFP Coordinator or Monitor at CCDS.

- 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 all new enrollments have been received by CCDS, your claim will be processed. Once processed, you can review your claim and any errors. NOTE: Adjustments may still be done at this time so your claim is not final until approximately the 23rd of the month. 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” then, “Review Claims” or select “Review Claims” icon (Monkey Bars).
- 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 CCDS with questions regarding these errors.

**If the computer with the Internet access is not located in the child care home, menu and attendance records will need to be printed and kept on-site for a period of 3 years for audit or CCDS 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 (Monkey Bars).
- 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 postmarked by the 2<sup>nd</sup> when mailed, submitted by Internet to CCDS by the 2<sup>nd</sup> of each month following the month being claimed. Menus received after the 5<sup>th</sup> or the month will be considered late. Claims will be accepted as late as 30 days from the last day of the month for which reimbursement is being claimed. Local providers may use the gray CCDS menu drop box in front of our office building.

### **Reimbursement Distribution**

Providers are reimbursed from CCDS usually between the 20<sup>th</sup> and 25<sup>th</sup> of every month. This schedule occasionally varies and is beyond our control depending on government budgetary difficulties. Check our webpage for information regarding the when CCDS receives funding from the government. (<http://www.ccdsmetro.org/family-care.asp#status>).

Checks will be released once the funds arrive in our account. Providers have the option of having checks 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 Kayla at 503-489-2541.

### **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 CCDS 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 CCDS for review. CCDS 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. The ability to make adjustments only applies to timely submitted menus.

### **Late Claim Submissions**

If claims are submitted after the claim deadline of the 5<sup>th</sup>, the claim will be placed on hold and paid on the next provider pay date. The ability to make adjustments after payment is lost for menus submitted late.

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

CCDS 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 and review of the records upon which the determination of serious deficiency is made.

**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 annual training
- Conduct or conditions that threaten the health or safety of 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 (581-3594), as specified by the sponsoring organization or Oregon Department of Education
- If a provider is found to be seriously deficient based on one or more of the above criteria, CCDS 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 temporarily deferred.

**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 7 days from the receipt of the notice to request an appeal of the proposed termination
- Failure to request an appeal within 7 days will result in CCDS 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 neither as a day care provider nor as a principal employee in any CACFP sponsor or child care 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.

In the case of suspension, if the provider wins the appeal, CCDS 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 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 specified deadline.

### **Appeals**

A provider may request an appeal when CCDS 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 request for an appeal must be made to the CCDS Director following the process of the CCDS CACFP Provider Appeal Policy and Procedure located in the CCDS Provider training binder.

### **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 child care 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.

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, audiotope, 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:

[http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), 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](mailto:program.intake@usda.gov).