

USDA CHILD AND ADULT CARE FOOD PROGRAM FAMILY

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Page

CHILD CARE PARTICIPANT BOOK



CHILD CARE DEVELOPMENT SERVICES
PROMOTING HEALTHY HABITS TO LAST A LIFETIME

Sponsored by

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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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Username

Password

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 provider 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

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P a g e

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.

EFFECTIVE July 1, 2018 to June 30, 2019

Household Size	Reduced Price Meals				
	Annual	Monthly	Twice Per Month	Every Two Weeks	Weekly
-1-	22,459	1,872	936	864	432
-2-	30,451	2,538	1,269	1,172	586
-3-	38,443	3,204	1,602	1,479	740
-4-	46,435	3,870	1,935	1,786	893
-5-	54,427	4,536	2,268	2,094	1,047
-6-	62,419	5,202	2,601	2,401	1,201
-7-	70,411	5,868	2,934	2,709	1,355
-8-	78,403	6,534	3,267	3,016	1,508
For each additional family member add	7,992	666	333	308	154

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, 2018 to June 30, 2019

Breakfast		Lunch & Supper		Supplement (snack)	
TIER 1	TIER 2	TIER 1	TIER 2	TIER 1	TIER 2
\$1.31	.48 ¢	\$2.46	\$1.48	.73 ¢	.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 6:59 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 and one for children 1 to 12 years of age. 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 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.

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 provider 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 can be claimed for reimbursement if the breastfeeding mother nurses the infant on-site.

Solid foods must be served to infants around 6 month of age, as it is developmentally appropriate for each individual infant. Once an infant is developmentally ready to accept solid foods, the day care home is required to offer solid foods to the infant. There is no single, direct signal to determine when an infant is developmentally ready to accept solid foods. Providers should be in constant communication with infant's parents or guardians about when and what solid foods to serve while the infant is in care.

Once the parent requests the provider to feed solid foods the meal is reimbursable if the provider supplies all components or if the parent or guardian only supply one component of a reimbursable meal. 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 present who are not participating in CACFP.

A CACFP income eligible provider may only claim meals served to their own infant at a mealtime when other enrolled non-resident children are present.

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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 OCC.

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.

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 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 and WIC Brochures 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.

KidKare Start-Up Guide

Log In

Go to kidkare.com and click LOG IN. Enter the login ID and password that has been provided to you by Child Care Development Services. * If you are on a smart phone or tablet, tap the menu icon (three blue lines at the top right corner) to display the LOG IN screen.*

You can access all of the KidKare features from the **menu icon**.
Click the **question mark icon** to access Help online.



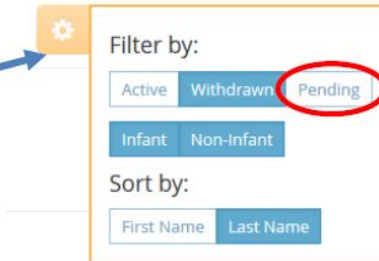
Check All Children Enrolled:

Home >> My Kids

Click the **gear shift icon** and select **Pending**.

Scroll down past the active kids to view those who are pending.

If any children are missing, enroll them by clicking the **“Add Child”** button.



Print enrollment, have parent sign/date and send to Child Care Development Services. Keep a copy for yourself!

Recording In/Outs

Click **Check In/Out** from the menu on the left.

Click the **child’s name** to clock the child in at the time on the computer’s clock. The child’s name will turn green when clocked in.

To change the time, click on the **drop down arrow** next to the child's name to custom enter the arrival and/or departure times.

Recording Meals

Meals >> Enter Meal

Verify the correct date is displayed.

Select **Infant or Non-infant**.

Select **which meal from the drop down** and enter the **servicing time** in the box that pops up.

Select the **foods from the lists**. **You can type all or part of the word to search for a specific food.**

Click the **name of each child** that was present during the meal time. The names will turn green.

When all required fields have been entered and at least one child is marked in attendance, click **Save**.

Planning Menus

Meals >> Schedule Menus

Select **Infants or Non-Infants** from the top of the screen.

Click a **date on the calendar** to plan the menu for that date.

Select the **foods from the drop down lists**.

Click **Save** at the bottom of the screen.

The calendar will show the names of the meals that you have planned a menu for.

Master, Cycle, and MyMenus

Meals >> Add/Edit Menus

For detailed information on using these functions, go to: help.kidkare.com

Under **Videos**, select [Create a Reusable Menu](#) and [Select a Pre-planned Menu](#).

Submit Your Claim (by the 3rd of the following month)

Food Program >> Send to Sponsor

Once the claim has been sent, you can view it in the **View Claims** screen.

Check out the many other features of KidKare!

Calendar: Review meals, school out days, closed for business, and more. **You must call your reviewer 2 hours in advance if not claiming or off-site.**

Messages: read important information.

Reports: Generate child enrollment reports, claim reports, etc.

Learn More!

The KidKare Knowledge Base has training videos and helpful information to learn more about KidKare. You can even sign up for a free webinar. Once logged into KidKare, just click your name at the top right corner of the screen and choose the **Get Help** option. That will connect you to help.kidkare.com.

Review KidKare Home Program Requirements.

Processing

Claims

Deadlines

All monthly reimbursement paperwork (CIF, menu's and in/out log sheets) must be postmarked

by the 2nd when mailed, submitted by Internet to CCDS by the 2nd of each month following the month being claimed. Menus received after the 5th or the month will be considered late. Claims will be accepted as late 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 20th and 25th of every month. This schedule occasionally varies and is beyond our control depending on government budgetary difficulties. Check our webpage for information regarding 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 5th, 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

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

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: 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.

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