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The information contained in this manual has been designed to assist the child care provider in participation in the Child and Adult Care Food Program (CACFP). United 4 Children is a not for profit agency which sponsors the CACFP. The CACFP provides reimbursement to qualified home child care providers for meals they serve to children enrolled in their child care homes. The CACFP was initiated to promote good eating habits among children and to assure them a well balanced diet. The program is administered nationally through the United States Department of Agriculture (USDA). The state administering agency is the Illinois State Board of Education (ISBE).

Everyone benefits from the CACFP. The provider receives reimbursement for the meals provided, the parents have peace of mind knowing their child is receiving a balanced diet, and the children benefit from the nutritious food served as they learn to make healthy food choices.

United 4 Children wishes you success in your child care business. If you have any questions regarding the food program we are just a phone call away. If you are having difficulty understanding the forms or you need extra assistance, you may request a technical assistance visit.

We are just a phone call away!



United 4 Children – Illinois
1310 Papin St., Suite 100B
Saint Louis, MO 63103

1-800-467-2322 ex. 111

Program Administrator:

Charlotte Barthelemy: ext: 116 barthelemyc@united4children.org

Assistant Program Administrator:

Katrina Harris: ext 115 katrinah@united4children.org

IL Nutrition Consultant:

Sharon Taylor: ext: 126 taylors@united4children.org

Annie Streater: ext: 127 streaiera@united4children.org

General Message: 1-800-467-2322—ext: 111

Should you need supplies, such as: envelopes, menus, enrollments, OR you are going to be away from the home for a meal/snack, will be closed/vacation, etc., please leave a message on ex. 111

Check Inquiry: 1-800-467-2322—ext: 128

Status of check disbursement/direct deposit.

Fax number: 1-314-531-4184

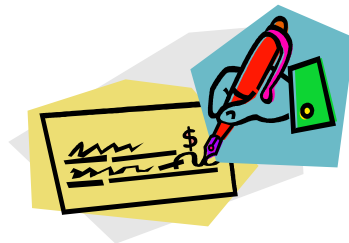
Did you know.....?

If you claimed 3 children, 20 days each, in any given month for breakfast, lunch, and pm snack you would have received a reimbursement check for \$286.80 if you are tier 1 or \$137.40 if you are tier 2, and all meals/snacks met the program requirements. That is a pretty good reimbursement for just a few minutes of paperwork.

But, a check isn't all you could receive from **UNITED 4 CHILDREN**. We also offer online claiming, direct deposit, preplanned, a free calendar/record keeper each year, and reimbursement for your own children if you are income eligible.

With **UNITED 4 CHILDREN** you can earn FREE training hours. YES!

Please call our office at 1-800-467-2322 ex.111 if you have any questions about the food program. We are happy to assist.



Participating in the CACFP

All licensed child care homes and license exempt child care homes that care for CCAP paid children in the state of Illinois are eligible to participate in the Child and Adult Care Food Program. Reimbursement may be made for a maximum of **2 meals and 1 snack or 1 meal and 2 snacks per enrolled child, per day**. This includes child care children and the provider's own children if the provider's household income falls within income guidelines (see Household Income Eligibility Application). The children are eligible to participate until their 13th birthday.

If you are a licensed provider you will need to supply United 4 Children with a copy of your license.

In order to participate on the food program you must agree to feed the children in your care according to the following guidelines:

Breakfast

Milk - whole for a 1 yr. old, skim or 1% ages 2-12
vegetable, fruit, or
100% fruit juice – preferably at snack only
bread or bread alternate or in place of bread
you may serve a protein 3 times a week.

Lunch & Supper

Milk - whole for a 1 yr. old, skim or 1% ages 2-12
1 fruit and 1 vegetable or 2 vegetables
bread or bread alternate
meat or meat alternate

Snacks

2 food items out of the 5
(must be from **2 different** food groups)

1 serving of whole grain a day

*please see the attached list of creditable non-dairy milks

Juice is only allowed to be served 1 time per day, preferably at snack time.

Application for Provider's Own Children

If your household income is at or below the levels indicated for your family size shown on the “Income Guidelines”, you are permitted to claim meals served to your children age 12 and under, on the condition that at least one enrolled child from outside the household is in your care and is being claimed for the meal service. To claim your own child you must submit an income application. If you have been determined a Tier 1 provider by school or census all that is required is that you complete and submit the Household Income Eligibility Application (HIEA) to our office for approval.

If you are a Tier 2 provider you will need to submit an application and a copy of all federal tax forms from the previous year. The application must include the incomes of **ALL persons living in the home**. The USDA defines a household as a group of related or unrelated individuals who are living together as one economic unit. The income reported must include the total gross income received by **all members of the household**, except for the provider’s child care income and the income of other self-employed individuals. The reportable income for the provider and other self employed residents is the net income after business expenses have been subtracted. Included in the income will be wages, child support, alimony, rental income, interest, dividends, unemployment compensation, retirement benefits, disability and all other sources of income to the household.

Self employment income that is irregular or fluctuates seasonally may be totaled for the prior year and divided by 12 to arrive at your monthly income.

You must report the name of all the members in your household. The person completing the form must include their social security number on the form.

Application for Provider’s Foster Children

A foster child placed in your home by the court is always eligible for Tier 1 reimbursement. **In order to claim the foster child you will need to submit an enrollment form and a completed HIEA, along with a copy of the foster child’s placement papers.** Foster children are considered a “family of 1” and the only income you need to report is the amount designated for the child’s personal use. Each foster child must have their own HIEA.

The site sheet gives UNITED 4 CHILDREN and ISBE basic information concerning your child care business. If there is a change in any site sheet information you must contact UNITED 4 CHILDREN immediately to notify us of the changes.

Permanent Agreement

The permanent agreement between UNITED 4 CHILDREN and your child care home is a document which specifies the rights and responsibilities of UNITED 4 CHILDREN as a sponsoring agency and the home child care provider. Read this agreement carefully, if there is anything you do not understand or if you have questions, please ask your Nutrition Consultant to explain it to you or call the office.

You will receive a copy of the site sheet and the permanent agreement along with your approval letter to start claiming on the food program. These documents must be retained as long as you continue to participate on the CACFP. Your start date and provider ID number will be noted in the approval letter. Your provider ID number is not your license number. On the date noted you will start keeping menus and attendance records. If you do not have children in your care at that time, notify our office or your Nutrition Consultant. Once you get children, start keeping records on their first day of attendance and notify our office or your Nutrition Consultant that you have started your paperwork.

Record Retention

You are required to maintain copies of all food program paperwork for 3 years plus the current year. These records must be available in your home for review when requested. This includes: menus/attendance forms, enrollments, annual training quiz, site sheet, permanent agreement, Introductory Visit checklist, copies of home visit reports, the training checklist from your initial visit, tier letters, and approval letters to claim your own children or foster children (if applicable). Online claimer will need to print your menus/attendance either daily or weekly or save them electronically to have copies available for review.

State License

To participate on the CACFP, providers must be state licensed or license exempt and caring for children paid for by the CCAP program.

Licensed Providers

Providers may not be reimbursed for meals served during a time when their license is not valid. Don't allow your license to expire. If you move or have a change in number of household residents you must notify your DCFS Licensing Representative to make necessary adjustments to your license. Also contact UNITED 4 CHILDREN to make necessary adjustments. You are responsible for notifying UNITED 4 CHILDREN of any capacity changes made by DCFS, however, we recognize the change only when it is verifiable through the State database.

United 4 Children does not reimburse for meals claimed for more than your allowable license capacity plus your own eligible children. Information given on your attendance sheets is taken as you give it. Deductions for over capacity will be made based on the number of children in attendance at a given time, even if they are not claimed. We report violations of licensing capacity. If you have questions regarding this policy, please ask for clarification.

FORMS

Our most important objective is to enable providers to accurately complete their claim information as easily as possible, and to understand the reports that you will be sending them.

You will be getting a **Child Information Form (CIF)** every month that tells you exactly what data we have in our computer system if you are a paper claimer. This is a good opportunity for the provider to correct any inaccuracies in the data.

- This form will be sent to you every month listing your enrolled children.
- It is ***signed and returned every month with the claim.***
- You can notify us of any changes to your data by making notes on the back.



To enroll new children, the provider should:

- Fill out a Child Enrollment form for each new child, assigning the child a number not already being used.
- Write this child in the CIF in the blank space with their assigned number

The **Regular and Infant menus** are designed to be as easy to use as possible, with the menu items written right next to the children's attendance.

- You write in the food items that you served.
- You bubble in the number for each child in attendance. The numbers for each child is found on the Child Information Forms.
- Each of the menus has 3 columns, one day in each column, 3 days on a form.
- If you are using Split Shifts, the first group of children is marked in one column. The second group is marked in the next column – making sure to mark the Split Shift bubble at the top of the second column.
- If you have more than 35 children enrolled in your day care, you have to claim On Line.
- Do not fold, staple, tear, or leave traces of any major food groups on the forms.**
- Make sure to put your Provider ID (PID) number on all forms in the places provided, not your License number.
- Use only a number 2 pencils (no ink pens or markers).
- Make sure to erase completely then mark an X through erased error on carbon copy.

Forms the Provider completes & returns:	What you will receive:
<input type="checkbox"/> Child Information Form <input type="checkbox"/> Scannable Child Enrollment forms and page 1 of 2 enrollment form <input type="checkbox"/> Scannable Regular and Infant menus	<input type="checkbox"/> Child Information Form updated to reflect changes and new children <input type="checkbox"/> Check <input type="checkbox"/> Claim Summary that will list <ul style="list-style-type: none"> ○ Meals paid by day ○ Disallowances ○ Children enrolled ○ Total dollar amount

Online Providers

Claim Summary, Children enrolled & Claim Comments will be provided online.

Using the AccuTrak forms

We think that you'll really like these forms once you get the hang of them! You will receive a sheet like this one every month that shows you which children you have enrolled. You can use this to identify each child's attendance number for the menus.

Your name, address and phone number	Child Information Form for the month of: December, 2000 This form is to be sent in each month with your menus					
Your Provider ID, monitor, licensing information	DIANE FEINBERG 51298 CTY. HWY K MADISON, WI 55555 Phone: 608-555-2531	Provider ID: 296053 Area Coord: JOANN HAYDEN Child Group ("Shift") 1	<input checked="" type="checkbox"/> Licensed Expires 12/31/2000 <input checked="" type="checkbox"/> Certified Expires 12/6/2000 <input type="checkbox"/> Helper Custom menus <input type="checkbox"/> Split Shifts			
Child's number Use this number to bubble-in the number in the attendance area of the menus	Child #: 1 DANIELLE M WILKINS 2 ALYSSA R WILKINS 3 JONATHAN WILKINS 4 EMILY SMITH 5 TRAVIS SMITH 6 ALISA SHULLBERG 7 DANNY WILSON 8 CARROL M ANDERSON 9 ROSS VERBA 10 DEREK MAYES 11 HUNTER S THOMPSON 12 13 14 15 16 17 18 19 20 21 22 JESSICA L LANGE 23 24 25 26 27 28 29 30 31 32 33 34 35	To remove, enter child's last day in care	Date of birth:	Enrollment Date:	Age as of: 12/1/00	*Special codes: PO FC RN SN D F RR
Child's name						
Child's drop date: write in the child's last day in care. The child will remain on this report for a few months to maintain your option to file a late claim during those months.						
Child's date of birth						
Child's date of enrollment						
Child's age as of the first of this month						
Any special codes that apply to each child (Described here)						
Signatures and dates	Days your Day Care was open for Holiday care: Date: _____ Holiday: _____ Date: _____ Holiday: _____ Signature: _____ Date: _____ Helper Signature: _____ Date: _____					

If you are adding any new children this month, just fill out an enrollment form and write in this child's name in the next available slot. (In this example, it would be child #12.)

Child Information Form

- On the one side of this sheet, you will find your provider identification number (PID) and your day care children's identification numbers. When enrolling a new child you will add them to this list. When you terminate a child you will fill in their last day of attendance on this list. If a child's name is still listed by a number, you cannot reuse that number even if that child is no longer in your care. Children remain on your list for about 3 months after you drop them so that we have a "paper trail" for them in the case that your file would get audited by the State.
- If a child is school age (kindergarten) but the parent chooses not to have him/her attend school for whatever reason, you must let us know in order to avoid AM Snack and Lunch deductions.
- Use the back of the Child Information Form to provide information to UNITED 4 CHILDREN. Please read the instructions and use only for the information allowed. If there is other information we need to know you must call the office.
- We do not reimburse for morning snacks or lunch meals for school aged children unless you note the reason for their attendance. School holidays, snow day, weather, sick, etc., the date and the reason for the school age child to be in your care must be listed along with the numbers of the children affected.

At the end of the month, or your last day of care for the month, your claim should be ready to mail. Write your name on the top left corner of the envelope and affix sufficient postage to insure prompt delivery of your claim. Include your green sheet, regular menu/attendance sheets, infant menu/attendance sheets if needed, any new enrollment forms, or updated forms, and holiday sign in sheets if needed.

Remember these forms cannot be folded or stapled.

Using the Regular and Infant menus

1) Provider number. Write in your Provider number in the boxes along the left and fill in the corresponding number. (example: Provider number 123456)

PROVIDER NUMBER	1	0	1	2	3	4	5	6	7	8	9
	2	0	1	2	3	4	5	6	7	8	9
	3	0	1	2	3	4	5	6	7	8	9
	4	0	1	2	3	4	5	6	7	8	9
	5	0	1	2	3	4	5	6	7	8	9
	6	0	1	2	3	4	5	6	7	8	9

2) Month. Bubble in the month you are claiming. (example: March)

MONTH	JAN	FEB	MAR	APR	MAY	JUN
	JUL	AUG	SEPT	OCT	NOV	DEC

3) Day. Write in the day and bubble in the corresponding number. (example 12th)

DAY			1	2	3	4	5	6	7	8	9	10	
Split Shift	Y	X	11	12	13	14	15	16	17	18	19	20	
			21	22	23	24	25	26	27	28	29	30	31

4) Attendance. Record the numbers of the children being served (1-35) in the bubbles. These numbers can be found on the Child Information Form that you receive each month.

(example: Children 1,2,5 and 22 were served at this meal)

1	2	3	4	5
6	7	8	9	10
11	12	13	14	15
16	17	18	19	20
21	22	23	24	25
26	27	28	29	30
31	32	33	34	35

5) Meal items served. Write in what you served. (example for Lunch)

LUNCH	Meat or Alternate	<i>Hamburger</i>
	Bread or Alternate	<i>bagel</i>
	Fruit, Vegetable or Juice	<i>apple</i>
	Fruit, Vegetable or Juice	<i>corn</i>
	Milk	<i>2%</i>

6) Infant menus (Milk) Bubble in the I,B,J for the age group of the infant 0-3,4-7,8-11 (example: Infant formula for 4 month old)

0-3	4-7	8-11 Mo.
I B	I B	I B

7) Sign & date, send in the top copy and keep the bottom copy for your records.

I certify that all of the meals claimed were served to the children and followed the USDA portion requirements. The menu and attendance form is completed daily and is an accurate record of the claim being submitted. I understand that any deliberate misrepresentation may jeopardize continued participation in the Child and Adult Care Food Program.	
X _____ Signature of care provider	Date _____

The Regular Menu Form

The Regular and Infant menus allow you to record three days of service on one form.

REGULAR MENU AND ATTENDANCE FORM

© 1998 Millennium Resource

EVE. SNACK		SUPPER			PM SNACK			LUNCH			AM SNACK			BREAKFAST		
SERVE 2 OF 4		SERVE 2 OF 4			SERVE 2 OF 4			SERVE 2 OF 4			SERVE 2 OF 4			SERVE 2 OF 4		
Milk	Fruit, Vegetable or Juice	Milk	Fruit, Vegetable or Juice	Fruit, Vegetable or Juice	Bread or Alternate	Meat or Alternate	Milk	Fruit, Vegetable or Juice	Fruit, Vegetable or Juice	Bread or Alternate	Meat or Alternate	Milk	Fruit, Vegetable or Juice	Fruit, Vegetable or Juice	Bread or Alternate	Meat or Alternate
Office Use Only																
Office Use Only																
Office Use Only																

2

5

3

4

6

1

I certify that all of the meals claimed were served to the children and followed the USDA portion requirements. The menu and attendance form is completed daily and is an accurate record of the claim being submitted. I understand that any deliberate misrepresentation may jeopardize continued participation in the Child and Adult Care Food Program.

X _____ DATE _____

SIGNATURE OF PROVIDER

PROVIDER NUMBER

0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9

MIL008103-00083

Month

1	2	3	4	5	6	7	8	9	10	11	12
---	---	---	---	---	---	---	---	---	----	----	----

SPILT SHIRT

Claiming Infants on the CACFP

When enrolling infants in your child care home you are required to inform parents of the CACFP Meal Pattern Requirements for Infants. Meals for infants are reimbursable when they contain either breast milk or iron-fortified infant formula, or both, whether supplied by the parent or the provider. However, to be eligible to receive reimbursement the provider must:

- Make available at least one type of iron-fortified infant formula and at least one other required food items listed on the Infant Meal Pattern Chart.
- Document the type of formula you offer and if the parent rejects the offered formula on page 1 of the enrollment form.
- Serve infant menus according to the infant meal pattern chart.
- If an infant is not developmentally ready to receive the required food components at the age of 6-7 months, per the mother, an Infant Readiness Form must be filled out for each month and submitted to the office with the claim. At the age of 8 months old, if the infant is not receiving the required components a Medical Substitution Form signed by a physician must be on file at **UNITED 4 CHILDREN** and in your home.
- Document the infant's attendance and menus on the Accu-Trak infant forms. The infant forms have green ink rather than the blue ink on the forms for older children.
- Do not claim infant meals when the parent chooses to provider all their infant's food items.
- You must also "bubble in" the "F" for formula, the "B" for breast milk, on the infant menus.

Menus/Attendance

- **The menu/attendance sheets MUST be completed daily.**
- Forms should be mailed at the end of the month along with the child information form with your signature and enrollments for any new child/children who have started in your care during the claim month. Remember to keep the back copies (carbons) for your records. Mail only the top copies to our office.
- Mail your claim as close to the first of the month as possible in order to ensure 1st cut reimbursement. If the claim is received after the claim has been submitted to the State, the claim will be in 2nd cut.

Serving Times

Breakfast must be served between: 5:00 AM and ending by 10:00 AM

AM Snack must be served between: 7:00 AM and ending by 10:30 AM

Lunch must be served between: 10:30 AM and ending by 2:00 PM

PM Snack must be served between: 1:00 PM and ending by 4:00 PM

Supper must be served between: 4:00 PM and ending by 7:00 PM

Evening snack must be served between: 6:00 PM and ending by 9:00 PM

The length of a meal service (Breakfast, Lunch, or Supper) should be no more than 1 hour and the length of a snack service (AM, PM, or Evening) should be no more than ½ hour.

It is recommended that at least 2 hours elapse between the beginning of one meal/snack and the beginning of the next meal/snack.

Meal/snack times must be approved by **UNITED 4 CHILDREN** and ISBE before implementation.

Call **UNITED 4 CHILDREN** or e-mail if you need to change your meal/snack times.

- **If you need to serve a meal or snack earlier or later than your scheduled time you MUST notify UNITED 4 CHILDREN by calling 800-467-2322 extension 111 prior to the service time.**
- **If you will be closed, away from home with children or have no children for a meal or snack you MUST notify UNITED 4 CHILDREN by calling extension 111 prior to the service time. Per ISBE regulations failure to do so can result in a finding of serious deficiency.**

How to Record Split-Shift Meals and Snacks

What is split-shift meal/snack service?

EXAMPLE: A provider serves breakfast to 6 children at 7:30am. After breakfast, 4 of them go to school. At 8:00am, a preschool child arrives and eats the same breakfast. This is an example of a split-shift meal.

To record split-shift meal/snack service:

First column:

For the first shift of children, fill in the first column just as you would for regular meal service: Day, Menu, and **Attendance**.

Next column:

Using the next column for the second shift, fill in the same Day and the Split Shift circle. (Fill in the Split Shift circle only in this second column, not in the first column.) Do not fill in the menu in the second column, since the second shift is served the same foods as those recorded for the first shift.

Fill in the numbers of all children still in care at the time of the second shift's meal/snack--even *if they ate the meal/snack as part of the first shift*. The computer will subtract from the second shift those children who were already claimed in the first shift.

Before submitting a claim that includes split shifts:

Before a provider can claim split shifts, she/he must call into the office and set up split shift times – meals that can have split shifts are Breakfast, PM Snack and Supper (if you are licensed to claim children after 6 PM)

Enrollment Forms

- Enrollment forms must be completed for all children, foster child, provider's own children, less than 13 years of age, whether you plan to claim them or not .
- The forms should be mailed to UNITED 4 CHILDREN with your claim.
- Check the enrollment form before mailing. Incomplete enrollment forms will be returned for completion and your claim will be processed without it. We **will not** make adjustments to your claim once the corrected enrollment is received.
- Send only the top copies and keep the back copies (carbons) for your records.
- If any information on the enrollment form changes you must submit a new enrollment form.
- Enrollment forms consist of 2 pages. Page 1 should be filled out by the parent except for the provider information in the upper right hand corner. The parent must also sign page 2 and fill in their address, home phone number and work phone number after they have reviewed the information on page 2 and confirm that the information is correct. A home or work number must be listed on the enrollment form. You will transfer the information from page 1 to page 2. Enrollment forms must be dated the day the child starts in your day care. Meals claimed prior to that start date will not be paid.
- When enrolling an infant you **MUST** list the type of formula you offer even if the parent has chosen to supply formula or breast milk.
- Enrollment forms are good from the day the child starts in your care until September 30. Each September you will receive 2 copies of **Re-Enrollment** forms for each child that is enrolled in your day care along with instructions and a due date to have these back into the office. Have the parent look over their child's to make sure nothing has changed, if there are any changes – correct or mark those changes in any color ink but black. The parent must sign both copies. You will send back the white copies and keep the yellow copies for your records.



Please submit all required paperwork on time.



The Crediting Foods Guide and
the Infant Feeding Guide can
be found at
www.united4children.org

Common Errors on Menu and Attendance Forms

- Leaving blank areas in the circles you fill in.
- Not using a #2 pencil.
- Using an eraser that does not erase all of the pencil mark.
- Not filling in the month, date or your Provider ID#.
- Not signing and dating each form.
- Marking in circles that you are not claiming. All pencil marks are picked up by the scanner.
- Crossing out sections you are not using.
- Writing into the “office use only” area.
- Marking in the bar code area at the top of the page.
- Folding, stapling, taping or damaging forms in any way.
- Writing the same date in 2 different columns.
- When writing in the date, writing outside of the box allowed and into the split shift area.
- Using the wrong month of the Child Information Sheet with your claim.
- Writing food items on wrong lines.
- Enrolling children with the wrong PID number or birthday which will cause deductions.
- Leaving blank columns. If you are closed for a day, use the next available column for the next day you are open. Call the office to let us know you are closed.

Common Menu Errors

- Fill in all blanks for breakfast, lunch and supper and use the guide on the left side of the menus to help you.
- Snacks must consist of 2 foods from 2 different food groups. Remember fruits, vegetables and juices are all in the same group.
- Remember potatoes are a vegetable and rice and pasta are breads.

Not creditable

Chips
Popsicles
Ice cream
Pudding (except bread and rice puddings which are only creditable for snacks)
Juice that is not 100% juice
Not listing type/flavor of juice
Kool-aid
Lemonade
Jell-O
Vanilla Waffers
Cookies
Veggie Straws
Pizza Rolls as a meat (bread component only)
Not listing cereal served: cheerios, rice krispies, corn flakes etc.

Not creditable for infants:

Combination foods (infant or adult)
Breaded meats, such as: chicken nuggets or fish sticks
Adult cereals (snack only, such as: cheerios)
Juice
Cookies
Nuts
Peanut butter
Hotdogs

Family Style Meal Service

The Child and Adult Care Food Program have long been recognized for its nutritional goals of providing nutritious meals to children and helping establish good eating habits. Family style meal service provides a further opportunity to enhance these goals by encouraging a pleasant eating environment that will support and promote meal time as a learning experience.

Family style meal service allows children to serve themselves from common platters of food with assistance from supervising adults setting the example.

Specific requirements of the family style methods have been established by the USDA.

- A sufficient amount of prepared food must be placed on each table to provide the full required portions of each of the meal components for all children at the table and to accommodate supervising adult(s) if they eat with the children.
- Children should initially be offered a full required portion of each meal component.
- During the course of the meal, the supervising adults are to actively encourage each child to accept a full portion for each meal component. If a child initially refuses a meal component or does not accept a full portion of each meal component, the supervising adult should offer the meal component to the child again.

Monitoring Visits

The purpose of the monitoring visit is to give assistance and training with the CACFP. ISBE and the USDA require that we visit each provider at least 3 times a year. At least 2 of the visits must be unannounced and visits will be conducted during your regular child care business hours. At least 2 of the visits must include the observation of a meal service and one of the meal reviews must be during an unannounced visit. A follow-up visit must be made during the child care home's first 28 days of program operation.

Menus and attendance must be up-to-date on UNITED 4 CHILDREN forms and enrollments must be maintained for every child under 13 years of age in the home. These documents must be available for review at all monitoring visits whether announced or unannounced. If they are not available, deductions will be made for all meals to that point in the month for which there are no records. Failure to keep records up-to-date can result in a finding of serious deficiency.

Monitor visits may be conducted at any time during your licensed hours. If you provide weekend, holiday, or night care we may visit at that time as well as during our ordinary office hours.

Types of Visits

- **Introductory visit:** The purpose of the introductory visit is to explain the rules and regulations of the CACFP, to show you how to do the paper work and to sign you up to begin on the program as soon as you are eligible.
- **28 day follow-up visit:** The follow-up visit will be an announced visit and will be during a meal service. The purpose of this visit is to make sure that you are off to a good start with your paperwork, to answer any questions you may have and to correct any problems you may be having. If you need assistance prior to this first visit do not hesitate to call your Nutrition Consultant or our office.
- **Regular visit:** At these visits we will be checking your menus and attendance, enrollment forms and the documents that are to be kept in a safe place where they are available to you immediately for review. We will also bring and discuss information regarding food program regulation, nutrition, and your operation of the food program. These visits may be announced or unannounced.
- **Technical visit:** These visits are conducted either at your request, the request of your Nutrition Consultant, or the office. At these visits we will be giving training in a specific area of the CACFP that you may be having trouble with. These visits will usually be announced.
- **Follow-up to serious deficiencies:** These visits are conducted to insure that serious problems that have been previously detected are being corrected as required.

Payment

Reimbursement from the CACFP is considered income. You will receive a statement of the total payment you have received from United 4 Children around the 3rd week of January of the following year.

Postage

To avoid your claim being returned for insufficient postage, please make sure you use the right amount of postage. We recommend that you take your claim to the post office. (Of course, online claiming eliminates this issue!) You may want to check out stamps.com. However, you decide to post your claim, remember if there are insufficient funds on the envelope the post office will not deliver it to UNITED 4 CHILDREN. They will return it to you which may delay processing of your claim.

Please mail claims in the envelopes we provide for that purpose. If you are out of envelopes, please use a large 9 X 12 manual envelope and mail to:

**United 4 Children – Illinois
1310 Papin Street, Suite 100B
Saint Louis, MO 63103**

Where Is My Check?

To be in first cut your claim must be mailed by the 3rd of the month. Online claimers must submit their claim by the 3rd day of the month before 11:00 pm. If you are an online claimer you must have paperwork (enrollments) in the office by the 3rd. We then have approximately 10 working days to process your claim and all other first cut claims. We cannot be responsible for mail that is not delivered to us in a timely manner.

If you are an online claimer we compare any home visit reports to the claim and then download them. AccuTrak does the rest.

If you submit on paper we manually check your menus and compare any home visits to the claim. Your attendance is then scanned by Accu-Trak and totaled. After AccuTrak has done its job, we review each claim to ensure accuracy in processing.

Information is combined from all first cut claims and is submitted to the Illinois State Board of Education (ISBE).

Once ISBE has the claim and the other first cut claims from other Illinois sponsors they have 10 working days to review the submissions. After they have reviewed the submissions they deposit the reimbursement money into our bank account.

We check the bank daily so that we know immediately when that deposit has been made. We have 5 working days to disperse the payments to providers but it is **UNITED 4 CHILDREN's** policy that checks are mailed and direct deposits are made the same day we receive the money from ISBE.

The timeline (approximately):

Mail your claim by the 3rd of the month.

Online claims must be submitted by the 3rd before 11:00pm

We submit to ISBE on or about the 16th of the month. These dates do vary.

ISBE deposits the money in our account by the 26th of the month.

These dates do vary.

You have your check or deposit by the 27th or 28th.

Of course, week-ends and holidays can cause these dates to vary slightly.

Civil Rights Training

What is Discrimination?

Discrimination is defined as different treatment which makes a distinction of one person or a group of persons from others; either intentionally, by neglect, or by actions or lack of actions based on race, color, national origin, age, sex, and disability.

What are the Goals of Civil Rights?

The goals of civil rights are equal treatment for all, knowledge of rights and responsibilities, elimination of illegal barriers that prevent or deter people from receiving benefits, and dignity and respect for all.

Case #1

A child care provider does not provide infant foods and/or formula to infants in their care and requires parents to supply these items. Is this a civil rights issue?

Yes. All children who attend must be provided equal access to the benefits of the CACFP. Therefore, infant formula and food must be offered to infants and parents cannot be asked or required to supply these items. To withhold the program from any eligible age group is age discrimination. The parent, however, may choose to provide formula and/or food.

Case #2

Children whose first language is Spanish are asked to sit together at a *Spanish-speaking* table. Is this a civil rights issue?

Yes. Segregating or separating children who share a particular characteristic into groups would be considered a civil rights issue and discrimination based on the protected class of national origin.

Case #3

A family does not want to identify the race or ethnic background of the child on the enrollment form. What should the provider do?

The provider should explain to the family that self-identification is voluntary and they are NOT required to furnish information on the child's race or ethnicity. When an applicant does not provide the information the provider must, through visual observation, record the information for them.

Case #4

The provider has observed that the boys tend to eat more than the girls so she places more than a required serving of some foods on the plates for the boys but only gives the girls the required amount of those foods. Is this a civil rights issue?

Yes. The provider cannot decide who gets more food on their plate based on the sex of the children.

Reimbursement Structure

The CACFP is an entitlement program funded by the United States Department of Agriculture. The reimbursement you will receive depends on whether you are determined to be a “Tier I”, “Tier II”, or “Mixed Tier” provider.

Tier I Criteria:

- The provider resides within the boundaries of an elementary school in which at least 50% of the enrollment is eligible for free or reduced cost meals on the school lunch program. (In some instances elementary school information cannot be used.)
- The provider resides in a census block area in which at least 50% of the children 0-12 years live in homes which have household incomes of 185% or less of the poverty level. (In some instances census data cannot be used.)
- A provider determined to be “Tier I” by school or census data may be eligible to claim her own children if her household income is within the eligibility guidelines. An income application will need to be submitted and approved before the provider will be permitted to claim her own child/ren. Providers who are determined Tier I by school or census do not need to provide supporting documentation as proof of income; only the eligibility application is required. A provider who does not meet “area” eligibility by school or census may be determined Tier I based on her own household income if the income falls within the eligible range listed on the income eligibility form. All household income must be included in the total and the provider will be required to submit documentation to verify her income and proof of all household income. If the provider is determined to be Tier I by income she will automatically be eligible to claim her own children on the CACFP as long as child care children are present and are being claimed for the meal.
- Providers not determined Tier I by school, census, or household income will be reimbursed at the Tier II rates.

Tier II Criteria:

Providers who do not meet tier I criteria will be determined Tier II and they will receive Tier II reimbursements. If at any time your circumstances change and you feel that it may change your status, call our office. Changes might include such things as a move, change in household income or change in number of household members. Tier II providers are not eligible to claim their own children on the CACFP.

Tier II Mixed Criteria:

Some Tier II providers may be eligible to receive Tier I rates for **individual** children based on the child’s household income. If you believe that any children in

your care are from low income families, you may request that we supply you with income application packets for the families. The packet includes a letter of explanation to the parent, an income eligibility form, and a mailing envelope. Parents who do not believe that they would be income eligible will not be required to disclose their income. You distribute the packets to the parents. The parent returns the information directly to UNITED 4 CHILDREN. You will be reimbursed according to the information the parents submit. Children from low income families will be reimbursed at Tier I rates. The remainder of the children in your care will be reimbursed at Tier II rates. Failure of the parent to submit information will result in the child being reimbursed at Tier II rates, unless you can prove that the child meets eligibility guidelines (state pay, etc.)

Tier determinations are made after all requested information is received in **UNITED 4 CHILDREN's** office. Please return information promptly. Information can only be approved in the month that it is actually received in our office. We cannot go back into a previous month and give credit.

If you have questions regarding "tiering" please call our office.

Serious Deficiency Procedures

UNITED 4 CHILDREN is responsible for formally investigating seriously deficient providers. The following is a list of some of the issues that may be considered to be a serious deficiency.

- Submission of false information on the Site Sheet or Permanent Agreement
- Submissions of false claims for reimbursement
- Participation under more than one sponsor
- Not meeting the meal patterns as supplied by the USDA
- Failure to maintain records
- Having conditions in the home that threaten the health or safety of a child in care or the health and safety of the public
- Criminal conviction in the past 7 years and /or lack of business integrity including, but not limited to, fraud, anti-trust violations, embezzlement, theft, forgery, bribery, and falsification or destruction of records, making false statements, receiving stolen property, making false claims, obstruction of justice, or any other activity indicating a lack of business integrity as defined by the agency, or the concealment of such a conviction
- Any other circumstance that is related to non-performance under the CACFP Provider/Sponsor Agreement. Examples include, but are not limited to:
 - *Refusing to allow **UNITED 4 CHILDREN**, ISBE or USDA the right to visit the provider's home to observe meal/snack service and review records during the hours of child care operation
 - *Consistent pattern of unavailability during an unannounced or announced home visit or consistent failure to notify the office or your Nutrition Consultant if you will be closed, away from home, or have no children present during meal service times
 - * Claiming "ghost" or fictitious children on the CACFP.
- Failure to participate in training

Providers who have been found to be seriously deficient and who have submitted an approved Corrective Action Plan but who, then, repeat the same serious deficiency will receive Intent to Terminate letter. Serious deficiency history will remain with the provider through out the duration of their **UNITED 4 CHILDREN** sponsorship.

Serious Deficiency Notification Requirements

If a provider has been determined to have committed one or more of the deficiencies, UNITED 4 CHILDREN will:

- Supply the provider with written notice of the serious deficiency(ies)
- Offer the provider an opportunity to take corrective action
- Provide ISBE with a copy of the serious deficiency letter

The serious deficiency letter must include:

- The serious deficiency(ies)
- The actions to be taken by the provider to correct the deficiency(ies)
- The time allotted to correct the deficiency(ies) (as soon as possible but not to exceed 30 days)
- That the serious deficiency determination is not appealable
- That failure to fully and permanently correct the serious deficiency(ies) within the allotted time will result in UNITED 4 CHILDREN's proposed termination of the provider from the CACFP and proposed disqualification of the child care home and its principles
- That the providers voluntary termination of the agreement with UNITED 4 CHILDREN after having been notified of the serious deficiency will still result in the providers formal termination and placement on the National Disqualified List.

This letter must be sent by certified mail, return-receipt requested, by facsimile or by e-mail. If the notice is undeliverable, it is considered to be received 5 days after being sent to the addressee's last known mailing address, facsimile number, or e-mail address.

Corrective Action

If a Corrective Action Plan, explaining how the serious deficiency(ies) has been corrected, is completed and returned to UNITED 4 CHILDREN within the allotted time and to UNITED 4 CHILDREN's satisfaction, and the follow-up visit verifies this correction, UNITED 4 CHILDREN will notify the provider that the serious deficiency(ies) has been rescinded. A copy of the letter rescinding the serious deficiency(ies) is forwarded to ISBE. If the same serious deficiency is found during a future home visit the UNITED 4 CHILDREN will propose to terminate without further opportunity to correct the deficiency.

If the provider does not fully and permanently correct the serious deficiency(ies) within the required timeframe, UNITED 4 CHILDREN must send a Proposal to Terminate letter based on the provider's failure to correct the serious deficiency. When a Corrective Action Plan is submitted to UNITED 4 CHILDREN which does sufficiently correct the deficiency(ies) the provider will be contacted by UNITED 4 CHILDREN so that additional guidance/training may be provided and the provider is given additional opportunity to submit an acceptable Corrective Action Plan.

Notice of Proposed Termination and Disqualification

The notice of Proposed Termination and Disqualification must:

- List each serious deficiency and the reason(s) why corrective action, or lack of corrective action, was inadequate
- Propose to terminate the provider for cause
- Propose to disqualify the provider from future CACFP participation
- Identify the effective dates of termination and disqualification (these dates must be after the deadline date for an appeal request)
- Inform the provider that his/her name will be placed on the National Disqualified List for 7 years beginning with the date of termination
- State that if the provider voluntarily terminates their agreement after receiving the notice of proposed termination and disqualification the provider will still be placed on the National Disqualified List
- Inform the provider that she/he may continue to participate and receive CACFP reimbursement for eligible meals/snacks served until the appeal is concluded
- Inform the provider of their appeal rights
- Send a copy to ISBE
- The Executive Director or a designated serious deficiency specialist is authorized to sign a Serious Deficiency Notice.

This notice must be sent by certified mail (return receipt requested), by facsimile, or by e-mail. If the notice is undeliverable it is considered to be received 5 days after being sent to the addressee's last known mailing address, facsimile number, or e-mail address.

The CACFP sponsor must continue to pay the valid portion of any reimbursable claims until the serious deficiency / deficiencies is corrected or the agreement is terminated, including the period of the appeal. The only exception is in the case of suspension. No payments are made during the time period a provider is under suspension from the CACFP. The sponsor must always deny invalid claims.

Placement on the National Disqualified List

Providers terminated and disqualified through the Serious Deficiency and Suspension of Participation processes, will be placed on the National Disqualified List.[7 CFR Part 226.6(c)(7)(iv)(A)]. While on the list, the provider will not be able to participate in the CACFP as a day care home provider. In addition, the provider will not be able to serve as a principal (hold a management position or be an officer) in any CACFP institution or facility.

The provider will remain on the list until such time as ISBE determines that:

1. The conduct that was the basis for the serious deficiencies has been permanently corrected, *or*
2. It has been seven (7) years from the date of termination and disqualification, *and*
3. The provider has repaid all funds received for which he/she was not eligible. If any debt relating to the serious deficiencies has not been repaid, the provider will remain on the list until the debt has been prepaid.

The state agency and the sponsor will be able to access the database to ensure providers terminated from the program are not approved for participation in the CACFP. Sponsors are prohibited from entering into an agreement with any provider who has been terminated and disqualified and is currently on the National Disqualified List.

Household Contacts Policy

To insure the integrity of the CACFP, it is the policy of UNITED 4 CHILDREN, as required by the Illinois State Board of Education and the USDA, to verify children's attendance pattern and usual meal service participation in a child care home. We do this by telephone or written contact with the parents.

CACFP sponsors are required to conduct household contacts. Some are done randomly and some are done because of particular claiming patterns. The list below outlines some of the reasons why a provider may be selected for household contacts.

- Home visit discrepancies – Example: A provider who claims 6 children all month and has only 2 or 3 present at the time of the last few home visits. All visit reports are compared to the monthly claims.
- Claiming national holidays – Parents of providers claiming at full capacity on national holidays may be contacted. While we understand that some parents have jobs which require them to work on holidays it is unlikely that all parents will be working on all or most holidays.
- Multiple shifts – claiming at or near capacity on 2 shifts each day may indicate that the provider is operating over capacity at some points throughout the day. UNITED 4 CHILDREN is required to report instances of over capacity to DCFS.

(The above claiming patterns may also result in more frequent unannounced visits.)

Transfer/Move Policy

The USDA does not allow providers to transfer to another sponsorship during the fiscal year (October 1-September 30) per Permanent Agreement on the rights and responsibilities of the provider #23. However, if a day care home provider chooses to move from one sponsoring organization to another at the end of the fiscal year, they must follow certain procedures.

The following procedures must occur in order for a day care home to move to another sponsorship at the end of the fiscal year.

1. A day care home provider must notify their sponsoring organization in writing requesting to change sponsorship prior to September 10. This day never alters. If September 10th is on a Saturday or Sunday, then the first working day prior to the 10th will be the last day a provider can notify the sponsoring organization about leaving their program.
2. The new sponsoring organization must conduct a pre-approval visit and submit the Site Information Sheet by the cutoff day of October 1.

If a provider leaves their sponsoring organization during the fiscal year, then at a later date wishes to again participate in the Child and Adult Care Food Program, that provider must return to their original sponsor or wait until the beginning of the next fiscal year.

Administrative Review (Appeal) Process

The state agency requires each sponsoring organization establish an Administrative Review (Appeal) process in which the Administrative Review (Appeal) Official is an impartial and independent person not involved in the decision to terminate the provider's participation.

Actions Subject to Administrative Reviews (Appeals)

The following appeal procedures established in accordance with 7 CFR Parts 226.6, 226.16, and 226.18 of the Child and Adult Care Food Program regulations, as amended by Public Law 106-224, shall be implemented and will be offered by the sponsor to any provider when the sponsor (1) proposes to terminate its program agreement for cause or (2) suspends their participation.

Actions NOT Subject to Administrative Reviews (Appeals)

Neither the state agency nor the sponsor is required to offer an Administrative Review (Appeal) for reasons other than those listed above.

Providing the Administrative Review (Appeal) Procedure to Providers

The sponsor will provide a copy of the Administrative Review (Appeal) procedures to each provider:

- Annually
- When the sponsor takes any action subject to an Administrative Review (Appeal) as detailed above
- Any time upon request

All family day care home providers given a Notice of Intent to Terminate for Cause has the right to appeal (request an Administrative Review). An appeal is a process by which an impartial Administrative Review (Appeal) Official reviews information provided by the sponsoring organization and the family day care home provider to determine if procedures were followed and within the federal and state laws, regulations, and policies and procedures governing the Child and Adult Care Food Program (CACFP). See Attachment 1116 for the appeal procedure.

Purpose

The appeal procedure allows day care home providers participating in the CACFP an avenue of appeal. A provider may appeal (request an Administrative Review) when the family day care home sponsoring organization (SO):

1. Proposes termination of the provider's program participation.
2. Suspends the provider's agreement for program participation.

Procedures

Notification, request, and procedure for hearing:

1. Whenever the SO takes action that will affect the participation of a provider in the CACFP, the SO will inform the provider in writing of the action and the grounds upon which its decision is based. The SO will advise the provider of their right to appeal.
2. Upon receipt of the letter of proposed termination, the provider must submit to the SO a written request for appeal postmarked no later than seven (7) calendar days from the date the Notice of Proposed Termination was received by the provider. The original appeal request must be sent to the SO via certified mail. The address should appear as follows:

**United 4 Children
Attention: Charlotte Barthelemy
1310 Papin Street, Suite 100B
Saint Louis, MO 63103**

The SO will make a copy and forward the original copy of the appeal request to the Administrative Review Official (ARO) via certified mail. The ARO will acknowledge receipt of the request for appeal to both the provider and the SO within ten (10) calendar days. This notice must be in writing.

3. **The provider may refute the charges by showing that the information the sponsor has is incorrect. The provider will supply written documentation to the ARO to review.** In order for the provider's request for an appeal to be considered, written documentation must be filed with the ARO within ten (10) calendar days of the request for appeal. The SO will forward the information to the ARO not later than five (5) calendar days after the additional written documentation is filed with the SO. The ARO will review only the written documentation/record unless there are extenuating circumstances, as defined by the ARO. If the ARO determines an in-person

hearing is warranted, he/she will notify both parties. The ARO will set the time and place for the review of the provider records and SO records, if there is an in-person hearing. **In most cases, there is no in-person hearing. The ARO reviews all the documents and makes a decision.**

4. In the case of an in-person hearing, failure of the provider to appear at a scheduled hearing will forfeit the provider's right to appeal.
5. The provider may represent himself/herself, may be represented by another person, or may retain legal counsel.
6. Any information on which the sponsor's action was based will be available to the provider for review. The ARO will make copies of this information available to the provider, if necessary.
7. The ARO will make a decision based solely on information provided by the SO, the provider, and on program regulations, federal and state laws, and procedures governing the CACFP.
8. The provider, the SO's executive director, and the Illinois State Board of Education must be notified in writing of the ARO's final decision within thirty (30) days from the date of receipt of the request for appeal.
9. The provider may continue to operate during an appeal of proposed termination unless there is evidence of eminent threat or danger to the health or welfare of the children. See: Appeal Procedure – Notice of Suspension.
10. Providers continuing to operate while appealing the proposed termination will be reimbursed for any eligible meals served during the period of the appeal.
11. During the period of the review by the ARO, the SO will not take action to collect or offset any overpayment noted in the termination letter.
12. The decision by the ARO is the final administrative decision. There is no further opportunity to appeal to the Illinois State Board of Education.
13. If the provider loses the appeal, the termination date of the agreement is the date of the hearing official's decision.

14. The provider will be placed on the National Disqualified List for a period of seven (7) years, unless the provider owes money. In this case, the provider will remain on the list indefinitely or until CACFP funds have been repaid.

Appeal Procedure—Notice of Suspension

Whenever a family day care home sponsoring organization suspends the participation of a provider for imminent threat to the safety or health of children, the provider must be notified both verbally and in writing that its participation has

been suspended, that the day care home is seriously deficient, and that the sponsoring organization proposes to terminate the provider's agreement for cause. The notification in writing must be sent by USPS certified mail.

1. The notice must specify the serious deficiency(ies) found and of the provider's opportunity for an appeal of the proposed termination.
2. The written notice must inform the provider that participation, including all payments, will remain suspended until the appeal is conducted.
3. The written notice must inform the provider that if the ARO overturns the suspension, the provider may claim reimbursement for eligible meals served during the suspension.
4. The written notice must inform the provider that termination of the agreement will result in being listed on the National Disqualified List. The provider will remain on this list for a period of seven (7) years unless the provider owes money, in which case the provider will remain on the list indefinitely or until CACFP funds have been repaid.
5. State that if the provider seeks to voluntarily terminate its agreement after receiving the Notice of Proposed Termination, the provider will still be terminated for cause and placed on the National Disqualified List.