**Site Policies**

**Monitoring Reviews**

Each site is required to have 3 completed visits per year. Two of these visits must be unannounced. **SO NAME** requires that sites be available during approved mealtimes.The following procedures must be followed:

* If a site is going to be closed during approved mealtimes, the site must notify the sponsor.
* Once a monitoring review is scheduled, the site has the right to cancel that review,but must call the monitor at least 24 hours in advance.
* If the site cancels a scheduled visit more than once, every review for the remainderof the contract year will be unannounced.
* If the site does not notify the monitor in advance of the cancellation and a reviewis attempted but cannot be completed, the site will be declared seriously deficient.The site will not be reimbursed for the meals. If the site is not at home at thetime of the unannounced follow-up, the site will be proposed for termination anddisqualification.

**Meal Disallowances**

**SO NAME** will disallow meals for the following reasons:

* Failure to maintain meal records daily.
* Recording of meals served in advance.
* Meals served more than license capacity.
* Meals not meeting minimum meal requirements.

**Recordkeeping**

All records must be maintained daily. Records may not be entered in advance. Records must be readily available at all times

**Meal Service Time**

There is no restriction on what time lunch may be served; however, three hours shall elapse between the beginning of one main meal service and the next main meal service. At least two hours shall elapse between the beginning of a main meal and a snack. Meals served outside of the approved times are not eligible for reimbursement.

Meals times approved for shifts, late nights, weekends or holidays must be supported with adequate justification before they will be approved by **SO NAME**. **SO NAME** reserves the right to deny the approval of any meal service time that is not supported by adequate justification.

**Mealtime Change**

If a site wishes to change meal service times or add or delete a meal service, the

site must notify **SO NAME** by phone. **SO NAME** will complete **a Site Meal Service Information form** and send an approved copy to the site for his or her records. Sites are required to notify SO NAME of the following information if:

* any meal time changes
* the site wants to add or delete a meal service
* the site does not notify **SO NAME** of changes in meal service, the
* site may not be reimbursed for any unapproved changed meals.

**Cycle Menus**

**SO NAME** does/does not require sites to maintain a cycle menu.

***Note: it is for the SO to decide whether a cycle menu is required or not, this is not a decision left up to a provide. Either all are required to have a cycle menu, or none.***

IF REQUIRED:

A **NUMBER OF DAYS**-day cycle menu must be completed and submitted to **SO NAME** office for approval.

* Each meal and snack must meet minimum meal requirements.
* Substitutions are allowed, but the site must indicate any substitutions in writing. If

 more than five substitutions are made, a new cycle menu will be required.

* If the site wishes to make a new cycle menu, it must be submitted to SO NAME two weeks prior to use. If any changes are made to the cycle menu.

IF NOT REQUIRED:

* Meals must contain all required components, if not, they will be disallowed.
* Further documentation may be required to claim certain foods (i.e. combination foods, sugary foods, grains, etc).
* **Go on to explain your requirements for how you will ensure meal patterns are met.**
* **If meals are provided by the SO, there must be a policy in place to explain the expectations of how the meals will be provided/delivered to the site**

**Submission of Records**

Monthly records are due by the **third** day of the following month.

**Site Edit Checks**

**SO NAME** will review all claim documentation before reimbursement will be calculated. Sites will be notified, in writing, of any meal disallowances.

**Annual Site Training**

Each site must complete at least one Mandatory CACFP Training (October 1st through September 30th). Without the Mandatory CACFP Training the site will be found seriously deficient. Mandatory training will include the following topics:

* Meal Patterns
* Meal Counts
* Claims Submission
* Claim Review Procedures
* Record Keeping Requirements
* Reimbursement Systems
* Civil Rights

**Household Contacts**

**SO NAME** may contact the parents or guardians of children enrolled in the CACFP at any time. Household contact forms will be sent to the parent/guardian, along with a self-addressed stamped envelope. **SO NAME** may also contact households by phone or email. If two or more negative responses are received, **SO NAME** may declare the site seriously deficient. The site will be given **number of days** to complete corrective action. If no corrective action is completed, or if it doesn’t fully and permanently correct the issue, **SO NAME** will propose to terminate and disqualify the site from the CACFP.

**Civil Rights Complaint**

Any person alleging discrimination based on race, color, national origin, age, disability, sex, gender identity, religion, reprisal, retaliation and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual’s income derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by USDA, has a right to file a complaint within 180 days of the alleged discriminatory action. A complaint filing form will be provided upon request.

**The following are only required for SO with UNAFILLIATED sites/centers:**

**Serious Deficiency Procedures**

A site/RPI is declared seriously deficient by ***SO NAME***if any of the following areas of noncompliance exist:

(A) Submission of false information on the institution's application, including but not limited to a determination that the institution has concealed a conviction for any activity that occurred during the past seven years and that indicates a lack of business integrity. A lack of business integrity includes fraud, antitrust violations, embezzlement, theft, forgery, bribery, 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 State agency;

(B) Failure to operate the Program in conformance with the performance standards set forth in paragraphs (b)(1)(xviii) and (b)(2)(vii) of this section;

(C) Failure to comply with the bid procedures and contract requirements of applicable Federal procurement regulations;

(D) Use of a food service management company that is in violation of health codes;

(E) Failure by a sponsoring organization of day care homes to properly classify day care homes as tier I or tier II in accordance with § 226.15(f);

(F) Failure by a sponsoring organization to properly train or monitor sponsored facilities in accordance with § 226.16(d);

(G) Failure to perform any of the other financial and administrative responsibilities required by this part;

(H) Failure to properly implement and administer the day care home termination and administrative review provisions set forth at paragraph (l) of this section and § 226.16(l); or

(I) Any other action affecting the institution's ability to administer the Program in accordance with Program requirements.

***(This is not an all-inclusive list, SO may add to, but not take away, with the approval of the SA)***

***SO NAME*** must INITIATE action to terminate the Application/Agreement of a site/site representative and disqualify them from future participant if the SO determines it has not fully and permanently corrected the areas of serious deficiency.

**Proposed Termination and Disqualification**

A site/site representative must be proposed for termination and disqualification if in inadequate corrective plan or no corrective action plan is submitted to ***SO NAME***. Appeal rights will be given with the notice that is sent.

**Appeal Procedures**

**SO NAME** must offer an appeal only when the intent of the SO is to terminate the site/site representative’s agreement for cause or when the intent of the SO is to suspend participation in the CACFP. **SO NAME** will provide a copy of the Appeal Procedures to sites/site representatives annually, when notified of an appealable action, or any other time requested.

**This institution is an equal opportunity provider.**