

WELCOME!

Enjoy the music until we begin

If anyone is watching with you, you can type their name(s) in the chat OR create a sign-in sheet and keep it with your records

You must be REGISTERED in the Training Calendar AND attend the FULL Training in order to receive credit for this course.

Child and Adult Care Food Program (CACFP) Sponsoring Organization (SO) Training FY 2024

OSDE Child Nutrition Programs
Kassi Reddell, Director of CACFP/SFSP
Lori Burroughs, SO Specialist



OKLAHOMA
Education



Basic Responsibilities

Starts on page S-7 of your manual

Topics we will cover...

- Basic Responsibilities
- Financial Management & Program Integrity
- SO Policies & Procedures
- SO Staffing
- Financial Recordkeeping
- Adding & Removing Sites
- Additional Recordkeeping
- Application & Agreement
- Training
- Pre-approvals
- Monitoring
- Report of facilities and Claim documentation
- SD and Appeal Procedures

Other topics you'd like to discuss???

Basic Responsibilities of SO

1. Maintain itemized receipts, invoices, and payroll costs, **these records must be available at all times.**
2. When not using SDE forms, ensure all required information is included on the form and obtain SDE approval **prior** to use.
3. Maintain all records pertaining to the program for 3 years following end of physical year or until a pending review or audit is resolved.
4. Conduct preapproval visits **prior** to participation. **Children must be enrolled when preapproval visit is conducted.**

Basic Responsibilities continued...

5. Provide training to key staff ***prior*** to participation
6. *At-Risk only*, utilize most current data available in making when determining site eligibility
7. Monitor all sites as approved on the application, SO must adequately schedule and track monitoring visits.
8. Ensure all sites are operating in compliance with regulations
9. Have policies and procedures in place to ensure sites are aware of the program requirements

Program Integrity & Financial Management

Program Integrity – Administrative Reviews

- All reviews are unannounced- this includes site reviews conducted during an AR by OSDE
- Constantly remind site representatives that the State Agency can conduct a review at any time. Their actions can lead to noncompliance findings or even serious deficiency determinations
- SOs are responsible for ensuring their sites are in compliance with regulations at all times
- All records must be maintained at the address listed on the application and available at all times
 - If not, they must be produced within one hour of arrival

Administrative Errors That Can Cause an Overclaim

(This list is not all-inclusive)

- No Records
- Family-Size & Income Application Errors
- Claiming more children than in attendance
- Meal Counts not properly maintained/incorrect numbers
- Records/Documentation does not support the claim
- Inadequate monitoring
- Lack of proper edit checks

State Auditor Documents

If you are up for review, we will need ***copies of ALL paperwork***, receipts, documents, etc. for the month of the CACFP review including documents from the *day of the meal observation* – enrollment forms, attendance, etc.

YES! A COPY OF EVERYTHING

Program Integrity – Claim Validations

- Data is pulled and analyzed three times a year
- Selected institutions will be given 3 business days to submit documentation to OSDE.
- Examples of high-risk indicators:
 - Claiming meals every day of the month
 - Claiming all meal types
 - Claiming split shifts
 - Block claiming
 - Claiming uncommon meal types
 - Multiple claim revisions

FEDERAL FISCAL YEAR
OCTOBER 1 – SEPTEMBER 30
YOUR BUDGET & PROFIT/LOSS
(FINANCIAL VIABILITY)
INFORMATION
IS BASED ON YOUR FISCAL YEAR

All Institutions Must Be VCA

Per 7CFR 226.6(b)(1)(xviii)

▶ Financially **Vi**able

- Financial management
- Adequate financial resources to operate on a daily basis, pay bills during interruptions

▶ **Administratively Cap**able

- Administrative capability
- Staffing is adequate
- Ability to manage operation compliance

All Institutions Must Be VCA continued...

▶ **Accountable**

- Program Accountability
- Institution Oversight

Costs are for program authorized expenses
Operations - Training and monitoring
Record-keeping

VCA will continually be monitored as long as you are participating in CACFP

Financial Viability & VCA

- **Definition:** When the Institution as a whole (not just CACFP) is in the black and not the red. ***The entity DOES NOT need Child Nutrition funds in order to operate***
- ***Facilities/Sponsors that were SD in the previous fiscal year will be required to fill out a VCA document*** before their online application can be approved

Nonprofit Food Service Account

The Institution must spend **MORE** on the CACFP program than the entity is being reimbursed. ***You cannot MAKE MONEY on this program.*** You must be in a **NONPROFIT STATUS** with CACFP funds

- For example, if CACFP administrative funds is around \$10,000 monthly, the Institution should be spending at least \$10,000 a month, preferably more
 - However, it is allowable to have a small amount of funds carried forward also referred to as a 3-month operating balance

Financial Documentation: On going

(This list is not all-inclusive):

- Year-to-Date Report, Profit/Loss, etc.
- Monthly Revenue/Expenditure Report
- Report from Quickbooks or any other accounting software used
- Documentation from your Accountant
- Supporting documentation to support expenditures (i.e., invoices, receipts, etc.)
- Site payment documentation, if applicable

OSDE provides adequate paperwork for you to utilize, however if you create/use something different, it must still include the required elements

Financial Documentation: During a review

- Documentation listed on previous slide for review month
- Bank and/or credit cards statements of all accounts used to make any purchases for the CACFP program
- All CACFP labor payments and receipts are validated by these statements
- This includes ALL bank and/or credit card statements of accounts where CACFP funds are deposited or are transferred to
- **Financial statements cannot be altered, blacked out, whited out, and we must have ALL pages of the statements**

Financial Documentation: End of the Year

- An End of the Year Report will be used to validate the Facility has a Nonprofit Food Service Account for CACFP
- The report needed is based on the ***facility's fiscal year OR the federal fiscal year (Oct-Sept)***
- This ensures Oklahoma is in-compliance with USDA regulations of checking VCA for all institutions on the program
- ***NEW final rule implementation by August 2024-*** annually, the State agency must review **at least** one month bank account activity to verify that the financial transactions meet program requirements

Financial Documentation: End of the Year Report (cont)

- This report needs to reflect a full year (12 months)
- If you do not have a report from your accountant, Quickbooks, etc., the **Sponsor End of the Year Report Worksheet** may be used
- This form is filled out based on 12 months of your expenditure worksheets

The institution's renewal application will *NOT* be approved until this report is received

Additional SO Financial Record Keeping and Budget Requirements

Starts on page S-23 of your manual

Expenditure/Reimbursement Worksheet- by site

Month: OCTOBER Year: YYYY

DATE (1)	ITEM/ENTRY (Vendor or Personnel, Etc.) (2)	CHECK NUMBER (3)	OPERATING AND ADMINISTRATIVE COSTS (\$)										INCOME (Other Than CACFP Reimbursement) (12) \$			
			CACFP Admin. Labor (4) \$	CACFP Admin. Expenses (5) \$	Food Service Salaries/ Benefits (6) \$	Food Service Rent/ Utilities/ Janitorial (7) \$	Food Service Equipment (8) \$	Food Purchases (Food and Milk) (9) \$	Nonfood Purchases (Food- Related Supplies) (10) \$	Misc. (11) \$						
10/5	Discount Grocery	1091								48	12	9	40			
10/6	Herman's Foods	1096								198	76	20	17			
10/7	Star Grocery	CASH								209	00	12	09			
10/13	Dairy Mart	1102								112	96					
10/14	Food Way	1116								202	16					
10/10	Cook—Freda Fryer	1097			392	00	(7 hours x \$8 x 7 days)									
10/10	Teacher—L Simon	1098			126	00	(2 hours x \$9 x 7 days)									
10/10	Teacher—C Smith	1099			126	00	(2 hours x \$9 x 7 days)									
10/28	Cook—Freda Fryer	1151			784	00	(7 hours x \$8 x 14 days)									
10/28	Teacher—L Simon	1152			252	00	(2 hours x \$9 x 14 days)									
10/28	Teacher—C Smith	1153			234	00	(2 hours x \$9 x 13 days)									
10/28	Director—H Brand	1154	264	00	(1 hour x \$12 x 22 days)											
10/28	Nonprogram Meals				\$3.51 (free rate) + \$3.700 (commodities rate) = \$ 3.88		x 15 (adults) =								58	20
(13)	Grand Totals		264	00	1,914	00				564	09	41	66		58	20

- (14) Net Costs (Total of Columns 4 through 11 Minus Column 12) \$ 2,737.40
- (15) Reimbursement Received \$ 856.26
- (16) Operating Balance (Item 14 Minus Item 15—See Instructions) \$ 1,881.14

NOTE: Each cost category must be as approved on your CACFP application and/or amendments.



Expenditure/Reimbursement Worksheet cont.

- An Expenditure/Reimbursement Worksheet must be completed monthly for ***EACH*** site!
- This is a summary of all *allowable* CACFP expenditures for the month
- All receipts or invoices are to be available to validate items listed
 - Food Purchases
 - Nonfood/CACFP Related Purchases
 - Labor
 - Miscellaneous

ONLY items or services solely used for CACFP purposes can be charged off to the program, shared expenses must be pro-rate

Expenditure/Reimbursement Worksheet cont.

Allowable Food Cost-

If a food item is not reimbursable on its own, but *it is an ingredient in a reimbursable meal* it is an **ALLOWABLE** expense

- Examples: pepperoni, Velveeta cheese for macaroni & cheese, noncreditable deli meat for sandwiches, condiments, etc.
- These items can be put in the Food & Milk column on the Food Purchasing form and/or the Expenditure Worksheet

Expenditure/Reimbursement Worksheet cont.

Administrative & Operating Labor by site-

- It ***MUST*** be approved in the center's budget in and approved by OSDE
- A center cannot charge off more than approved in the budget
- The center cannot charge off more than the employee is being paid (***verified with paystubs***)
- Labor paid with cash, Venmo, or Cashapp, etc. is ***not allowable***. We must see taxes were paid
- Labor reported **must be W-2**. If it is 1099, OSDE must have a copy of the contract with the employee and proper procurement procedures must be followed in order to charge off to
- **CACFP ADMINISTRATIVE LABOR** cannot be more than 15% of total reimbursement

S-28

Sponsor Administrative Expenditure Worksheet

Maintain with institution records.

SPONSOR ADMINISTRATIVE EXPENDITURE WORKSHEET

Sponsor Name: Toys N Noise

Month: FEBRUARY Year: YYYY Form Completed By: Sam Gov

			ADMINISTRATIVE COSTS (\$)									
DATE	ITINERARY (Vendor or Personnel, etc.)	CHECK NO.	CACFP Admin. Labor	CACFP Admin. Supplies	CACFP Admin. Expenses	CACFP- Related Travel	CACFP- Related Training/ Education	Indirect Cost	Other Admin. Services	Misc.	Income.	
(1)	(2)	(3)	\$ (4)	\$ (5)	\$ (6)	\$ (7)	\$ (8)	\$ (9)	\$ (10)	\$ (11)	\$ (12)	
2/1	Director - H. Brand	3100	145.00									
2/1	A & E Leasing	3102			200.00							
2/1	XYZ Energy	3103			100.00							
2/1	Pete's Printing	3104			25.00							
2/15	Director - H. Brand	3120	145.00									
(13)	GRAND TOTALS		290.00		325.00							

- (14) Net Costs (Total of Columns 4 through 11) \$ 615
- (15) Reimbursement Received plus Income from Column 12 \$ 4231
- (16) Item 27 ÷ Item 28 x 100 \$ 14.53
- (17) Is Item 29 Less Than 15 Percent Yes No
(Ter answer equals compliance)

NOTE: Each cost category must be as approved on your CACFP application and/or amendments.

S-30



Sponsor Administrative Expenditure Worksheet cont.

Administrative Labor and Expenses

- This should be done monthly, and this is not done by site, therefore there should be one SO expenditure worksheet completed per month
- All the same requirements for charging off labor by site applies to SO administrative labor
- ***AGAIN, ADMINISTRATIVE LABOR cannot be more than 15% of total reimbursement, this is looked at “as a whole”***
- Although many times, SO may have very little administrative cost, they still must be approved in the budget

**EXPENDITURE/REIMBURSEMENT WORKSHEET
SPONSOR AND SITES PROFIT & LOSS**

Page ___ of ___

Month: January Year: 20XX

Site Code #	SPONSOR AND SITE NAME	OPERATING & ADMINISTRATIVE COSTS (\$)															
		CACFP Admin. Labor Sponsor & Per Site/		CACFP Admin. Expenses Sponsor & Per Site		Food Service Salaries/ Benefits Per Site		Food Service Equipment Per Site		Food Purchases (Food and Milk) Per Site		Nonfood Purchases (Food-Related Supplies) Per Site		Misc. Expenditures Per Site		CACFP Reimbursement Per Site	
(1)	(2)	(3)		(4)		(5)		(6)		(7)		(8)		(9)		(10)	
		\$		\$		\$		\$		\$		\$		\$		\$	
S	Toys N Noise	350	25														
101	Western Site					1000	00			850	65	46	34			1756	54
102	Eastern Site					1200	00			1031	27	132	67			1634	98
103	North Site					1125	25			784	59	25	87			1064	65
104	South Site					1200	00			899	76	87	77			2099	32
(11)	Grand Totals	350	25			4525	25			3566	27	292	65			6555	49

(12) Total CACFP Expenditures (Total of Columns 3 through 9) \$ 8,734.42
 (13) Total Reimbursement Received (Total of Column 10) \$ 6,555.49 Form completed by: Sam Gov
 (14) Operating Balance (Item 12 Minus Item 13—See Instructions) \$ 2,178.93 Contact Info: Sam.Gov@daycare.com
 NOTE: Each cost category must be as approved on your CACFP application and/or amendments.



Sponsor and Site Monthly Profit & Loss

- This should be done monthly and is a summary of all SO and site expenditures and reimbursement
- Simply take the grand totals from each site expenditure/reimbursement worksheet and SO administrative worksheet and enter on this page
- Ensures that you are tracking expenditures and reimbursement to ensure SO is in a nonprofit status
- These may be asked for to support your End of Year Report, which we will discuss next

Example
SPONSOR END OF THE YEAR REPORT

S-36

Sponsor Name: Toys N Noise Year: 20XX Fiscal Months: January - December

OSDE CACFP Training Manual Sponsor Section, October 2023

Expenditure for EACH Month (starting with first month of the fiscal year) (2)	OPERATING & ADMINISTRATIVE COSTS (\$)															
	CACFP Admin. Labor Sponsor & Site/ (3) \$		CACFP Admin. Expenses Sponsor & Site (4) \$		Food Service Salaries/ Benefits (5) \$		Food Service Equipment (6) \$		Food Purchases (Food and Milk) (7) \$		Nonfood Purchases (Food-Related Supplies) (8) \$		Misc. Expenditures (9) \$		CACFP Reimbursement plus Income Received (10) \$	
JANUARY	350	00			4525	25			3566	27	392	65			6555	49
FEBRUARY	350	00			4525	25			4600	26	295	55			5743	12
MARCH	350	00			4525	25			4444	44	290	01			5099	76
APRIL	350	00			4525	25	1009	87	4787	99	411	90			5877	43
MAY	350	00			4525	25			5109	98	450	87			6300	23
JUNE	350	00			5000	50			6098	00	462	55			7585	66
JULY	350	00			5000	50	587	89	7276	76	520	11			7411	33
AUGUST	350	00			5000	50			6077	77	508	88			6422	22
SEPTEMBER	350	00			4000	00			4011	11	288	65			5534	55
OCTOBER	350	00			4000	00			4234	33	276	09			5111	90
NOVEMBER	350	00			4000	00			4009	54	255	43			5312	12
DECEMBER	350	00			4000	00			4311	21	301	22			5443	34
(11) Grand Totals	4,200	00			16,000	00	1,597	76	58,537	66	4,453	66			71,397	15

(12) Total CACFP Expenditures (Total of Columns 3 through 9) \$ 71,397.15

(13) Total Reimbursement Received (Total of Column 10) \$ 84,397.15

(14) Operating Balance (Item 12 Minus Item 13—See Instructions) \$ 13,000

Form completed by: Sam Gov

NOTE: Each cost category must be as approved on your CACFP application and/or amendments.

Contact Info: Sam.Gov@daycare.com

Sponsor End of Year Report

- This is required annually
- You should report YOUR SO fiscal year, not ours
- It is proof to show that over the course of the fiscal year that your SO did not make a profit from the CACFP
- Application renewals will not be approved if not submitted
- A positive balance does not mean a profit
 - Operating balances that exceed the 3-month average of expenditures is considered a “profit”
 - If an SO has been determined to have made a profit, a spend-down plan will be implemented
 - Failure to adequately utilize program funds may result in a serious deficiency and demand of repayment

Now let's take a look at the CACFP budget and SO application

The next few slides are not in your manual, however,
come from the CACFP application

Note: if you are a public school district, you are not required to do a
budget

Applications and Agreements

- ***Update as changes occur***
- ***Application training monthly, many coming soon!***
- ***Renewal applications:*** The month the application is originally submitted is the month claims can be paid. We cannot backdate
 - *Example: If you submit your application in Nov 2023, we can pay you from November forward*
- ***New Sites:*** Remember the pre-approval visit cannot be completed if no children are enrolled. The status change form must be submitted to OSDE within 10 days of the pre-approval visit

← → ↻ cnp.sde.ok.gov/CACFP/PrintDocuments.aspx ☆ ⚙️ 👤 ⋮

📱 Apps 📄 Adobe Acrobat exten... 🌐 Favorites ⚙️ Settings 📁 Favorites bar



[Enter Claims](#)

[Home](#)

[Application Search](#)

[Administrative Functions](#)

[Security Maintenance](#)

[Call Log](#)

[Training](#)

[Reports](#)

[Rates/Eligibility Scales](#)

[Resource Library](#)

[File Upload](#)

[Training Calendar](#)

[Log Out](#)

[Privacy Statement](#)



OKLAHOMA STATE DEPARTMENT OF EDUCATION

Welcome **KENDRA MERVELDT**

Child Nutrition - Child & Adult Care Food Program (CACFP)

Online Documents

Adult Day Care Resources

- [2021 Adult Free and Reduced Application](#) (743 KB)
- [Adult Day Care FY21 Training Slides \(1 per pg\)](#) (4,163 KB)
- [Adult Day Care Section of CACFP Manual](#) (1,300 KB)
- [Adult Meal Patterns](#) (353 KB)
- [Adult OfferVersusServe \(Spanish\)](#) (1,631 KB)
- [Menu As Served - 3 meals \(Adults\)](#) (464 KB)
- [Offer vs Serve in Adult Day Care](#) (566 KB)
- [Self-Paced Online Instruction for OKEdge \(NextThought\) Adults.](#) (289 KB)

At-Risk Program Resources

- [At-risk Afterschool Meals Guide 2017 Part 1 Eligibility Requirements](#) (1,815 KB)
- [At-risk Afterschool Meals Guide 2017 Part 2 Applying to Participate in the Program](#) (3,659 KB)
- [At-risk Afterschool Meals Guide 2017 Part 3 Meal Patterns and Food Service](#) (3,516 KB)
- [At-risk Afterschool Meals Guide 2017 Part 4 Reimbursements](#) (4,031 KB)
- [At-risk Afterschool Meals Guide 2017 Part 5 Recordkeeping and Reporting](#) (3,374 KB)
- [At-risk Afterschool Meals Guide 2017 Part 6 Monitoring](#) (1,517 KB)
- [At-Risk Training Slides\(1 per pg\)](#) (4,719 KB)

Address Where Records Are Kept — (Must Be Oklahoma Address)

Same as Mailing Address
 Same as Physical Address

Address Line1
 Address Line2
 ZIP Code - State
 City County

Primary Responsible Principal and/or Individual(s)

First Name Last Name
 Title Date of Birth
 Telephone Extension
 FAX Number Email
 Alternate Phone Extension
 Address Line1
 Address Line2
 City ZIP Code -

[Click to Show the Panel for Adding More Primary Responsible Principal and/or Individual\(s\)](#)

Additional CACFP Staff

Edit	Delete	FName	LName	Title	Phone	Email	DOB	Addr1	City	Zip
Edit	Delete	Lesia	King	CAFETERIA MANAGER	4055223291	kassandra.reddell@sde.ok.gov	09/11/1959	2500 N Lincoln	Okc	73105
Edit	Delete	Lor	Burroughs	Teacher	405-555-2530	email@email.com	01/01/1980	address	city	73105
Edit	Delete	Kassi	Reddell	Director	4055223291	kassandra.reddell@sde.ok.gov	01/01/1900	2500 N Lincoln	Okc	73105

First Name
 Title
 Telephone Extension
 FAX Number Email
 Alternate Phone Extension
 Address Line1
 Address Line2
 City ZIP Code -

[Add/Update Additional CACFP Staff](#)

[Clean All Additional CACFP Staff Fields](#)



Institution's Fiscal Year:
Fiscal Year Start **October** ▼
Fiscal Year End **September** ▼



Allow state-wide release

Time institution opens (hh:mm)

Time institution closes (hh:mm)

Assigned Office Staff
Assigned Field Staff

Allow Adjustments

▼

▼



Assignment History

Seriously Deficient

Save

Training Records

Training/Uploaded Date	Attended	Program	Class Name	Person Registered	Class Hours
06/07/2022	<input checked="" type="checkbox"/>	CACFP	CACFP APPLICATION TRAINING - ZOOM	BIG BOSS	3

Print Training Transcript

**Child Nutrition Programs
Child and Adult Care Food Program (CACFP)**

<p>1. (a) Name of institution or sponsoring organization:</p> <p>TEST HOP HOP PO BOX 100 OKLAHOMA CITY OK 73105</p> <p>Telephone Number: 405 522-5043 County: OKLAHOMA COUNTY</p> <p>(b) Mailing address, including zip code of the above institution. If post office box is used for correspondence, a physical address where records will be maintained MUST be included.</p> <p>TEST HOP HOP PO BOX 100 OKLAHOMA CITY, OK 73105</p> <p>(c) Purpose or Mission Statement of Organization:</p> <div style="border: 1px solid black; height: 80px; width: 100%;"></div>	<p>2. Agreement Number:</p> <hr/> <p>3. Name and Title of CACFP Sponsoring Organization representative (individual to contact for program information)</p> <p>Last Name <input style="width: 100%;" type="text" value="BOSS"/></p> <p>First Name <input style="width: 100%;" type="text" value="BIG"/></p> <p>Title <input style="width: 100%;" type="text" value="BOSS MAN"/></p> <hr/> <p>4. Type of Institution:</p> <ul style="list-style-type: none"> <input type="radio"/> Public (GOVERNMENT-FUNDED [e.g. schools, tribes, universities]) <input type="radio"/> Private nonprofit (MUST SUBMIT COPY OF TAX EXEMPTION UNDER 501(c)(3)) <input checked="" type="radio"/> Proprietary DHS Subsidy (Title XX) <input type="radio"/> Proprietary Title XIX (Adult Day Care Only) <input type="radio"/> Proprietary Free/Reduced-Price Eligibility <hr/> <p>5. Specify if institution is one of the following:</p> <ul style="list-style-type: none"> <input type="radio"/> Public School <input type="radio"/> Private School <input type="radio"/> Tribe <input type="radio"/> None of the above
<p>6. Does your institution operate the CACFP in any other states? <input type="text" value="Yes"/></p> <p>If yes, where: <input style="width: 100%;" type="text"/></p>	

8. **FOR NEW APPLICANTS ONLY:** The approval of new sponsoring organizations is limited to those eligible institutions that would provide benefits to unserved children. Briefly explain what areas your sponsoring organization plans to serve. (Maximum 500 Characters)

9. Number of facilities with food service under your administration

Child Care Centers: Adult Care Centers: Outside School Hours Centers:
 Day Care Homes: Emergency Shelter: At-Risk:

10. Total number of participants enrolled at facilities under your administration

	Children <small>(Enter total Tier I and Tier II for homes)</small>	Centers Only			Total Number of Participants
		Adult <small>(adult care centers only)</small>	(a) Free Category	(b) Reduced Price Category	
Centers	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Homes	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

11. **Public or private nonprofit institution ONLY:** Total federal funds expended in the previous fiscal year (commodities, grants, etc.), excluding CACFP reimbursements: \$

List months of institution's fiscal year (i.e., October to September): to

12. Are all sites under the sponsorship of the same legal entity (affiliated)?

13. Will all participants be served the same meals at no separate charge, regardless of race, color, national origin, sex, age, or disability, and will there be no discrimination in the course of the meal service?

14.

Sponsoring Organization Budget

Part A - Projected Annual CACFP Expenditures

Enter the projected CACFP expenditures for the current fiscal year. To determine an amount, take the grand totals for each line item from your Annual Expenditure/Reimbursement Worksheet (End of Year Report) and reasonably increase the amounts to account for inflation.

Type of Expense		Amount Projected	Amount Approved by CNP
1.	CACFP Administrative Labor ¹	0.00	0.00
2.	CACFP Administrative Supplies ²	0.00	0.00
3.	CACFP Administrative Expenses ³	0.00	0.00
4.	CACFP-Related Travel ⁴	0.00	0.00
5.	CACFP-Related Training/Education ⁵	0.00	0.00
6.	Indirect Costs ⁵	0.00	0.00
7.	Other Administrative Services ⁷	0.00	0.00
8.	Food Service Salaries/Benefits ⁸	0.00	0.00
9.	Food Service Rent/Utilities/Janitorial	0.00	0.00
10.	Food Service Equipment	0.00	0.00
11.	Food and Milk Purchases	0.00	0.00
12.	CACFP Food-related Expenses	0.00	0.00
13.	Miscellaneous/Other Operational CACFP Costs	0.00	0.00
Total Projected CACFP Expenditures		0.00	0.00

¹CACFP Administrative Labor should include only an allowable portion of the salary of employees that are responsible for duties such as paperwork, creating menus, and submitting applications/claims.

²CACFP Administrative supplies should include only the allowable prorated amount that CACFP can pay for. The types of expenses that should be included are printing, postage, offices supplies, durable supplies, and etc.

³CACFP Administrative Expenses should include only the allowable prorated amount that CACFP can pay for. The types of expenses that should be included are rent, utilities, insurance, contracted/professional services, equipment rental, communications, advertising, and dues/memberships.

⁴CACFP-Related Travel should include travel for conducting preapproval visits, on-site monitoring reviews, follow-ups, and CACFP trainings and workshops conducted or attended.

⁵CACFP-Related Training/Education should include expenses other than travel that are associated with provider/site training and staff training.

⁶Indirect Costs have an Indirect Cost Plan submitted.

⁷Other Administrative Services include interest on debt, fees, and charges in lieu of interest, all fund-raising costs and other financial costs, including expenses to enhance income from investments. This category does not include interest earned by the institution from program or nonprogram operations or investments.

⁸Food Service Salaries/Benefits should include ONLY an allowable portion of the salary of employees that are responsible for cooking, serving meals, shopping, and cleaning up after meal service.

CACFP Expenditure Comments:

Save CACFP Expenditures

Part B - Projected Annual Expenditures for Entire Business/Organization

Enter the projected expenditures for your **entire** business/organization for the current fiscal year. Do not include CACFP expenditures in this section. Remember to prorate any expenses that are also paid with CACFP funds.

Type of Expense	Annual Projected Amount
Non-CACFP Employee Salaries/Benefits	0.00
Rent	0.00
Utilities	0.00
Equipment	0.00
Supplies	0.00
Insurance	0.00
Contracted Services	0.00
	0.00
	0.00
	0.00
Projected Annual Business/Organization Expenses	0.00

Entire Business/Organization Comments:

Save Business/Organization Expenditures

Part C - Projected Annual Revenue (Income) for Entire Institution

The amounts listed here should be the projected amount of income you expected to earn for your **entire** business/organization for the current fiscal year. Do not include CACFP funds as part of this income.

Sources	Annual Projected Amount
Child Care or Adult Care Fees (Private Pay)	0.00 <input type="text"/>
Child Care or Adult Day Care Fees (DHS Subsidy/Title XX/XIX)	0.00 <input type="text"/>
Medicaid Funding	0.00 <input type="text"/>
All other Federal Funding (excluding all CACFP except FDCH Admin Fee)	0.00 <input type="text"/>
Grants	0.00 <input type="text"/>
Donations	0.00 <input type="text"/>
Miscellaneous	0.00 <input type="text"/>
Total Projected Annual Revenue	0.00 <input type="text"/>

Revenue (Income) Comments:

Save Revenue (Income)

Part D - Annual Compliance with 15% Rule - *CENTER SPONSORS ONLY*

1.	Projected CACFP Administrative Costs (Sum of 1-7 on Part A)	<input type="text" value="0.00"/>
2.	Projected CACFP Reimbursement	<input type="text" value="0.00"/>
3.	Reimbursement X 15%	<input type="text" value="0.00"/>
4.	Sponsor is in Compliance with 15% Rule	<input type="radio"/> Yes <input type="radio"/> No

Part E - Total Projected Annual Budget Reconciliation

This section is to determine your Institutions financial viability. To be financially viable, you must be able to operate the CACFP without CACFP funds and remain in a profit status for your entire business/organization.

	Projected Amount	CNP Approved Amount
Total Annual CACFP Expenditures from Part A	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Total Annual Business/Organization Expenditures from Part B	<input type="text" value="0.00"/>	
Total Annual Institution Revenue from Part C	<input type="text" value="0.00"/>	
Profit/Loss	<input type="text" value="0.00"/>	
Number of facilities budget is based on	<input type="text" value="0"/>	

Part F - Federal Funds Expended in Prior Fiscal Year

United States Department of Agriculture regulations require participating institutions that expend \$750,000 or more per year in Federal funds to arrange for an annual audit. It is the sponsor's responsibility to pay for the audit. The State Department of Education must receive a copy of the audit report within 9 months after the institution's fiscal year ends. The fiscal information provided on this page must be based on your institution's prior fiscal year.

Total CACFP funds expended

\$0.00

Total of other Federal funds expended
i.e. Title I, Title IV, Title V, Title VII, Medicaid and Tribal funding

\$0.00

Date of last audit, if applicable

Save Federal Funds Expended

Approving the Budget

- All expenses approved by CNP will be listed in the last column
- Documentation may be required to approve certain expenses
 - Travel, Equipment, Advertising, Training, etc.
- ***Even if labor is NOT being charged off to CACFP, it still must be listed in the Institution section of the budget***

**Child Nutrition Programs
Child and Adult Care Food Program (CACFP)
Sponsor Application for Participation - CACFP/FDCH-2 - Page 2**

Section A - Record Collection And Fund Disbursement

Describe the procedure for collecting records from each facility showing the number of children served each day, costs claimed, and facility size and income information. In addition, for homes, describe the procedures for determining whether the home is Tier I or Tier II and for determining eligibility of provider's children for reimbursement. Describe what method will be used to collect records and how frequently these records are collected. *(Maximum 300 Characters)*

SITES REPORT THEIR NUMBERS VIA LINK 2 FEED SYSTEM. RECORDS ARE AVAILABLE AT ALL TIMES VIA CLOUD BASED STORAGE SYSTEM. ALL SITES ARE REQUIRED TO HAVE PERSONNEL ON SITE WHO CAN ACCESS LINK 2 FEED AT ANY TIME. SITES ARE CHECKED FOR COMPLIANCE DAILY

Describe your system for disbursing CACFP Reimbursement to facilities under your administration within 5 days of receipt from Child Nutrition Programs. (Reimbursement for a facility cannot exceed the CACFP meals claimed for that facility by the sponsoring organization. All operating reimbursement claimed for a day care home/center must be distributed to it.) *(Maximum 300 Characters)*

THE FOOD BANK BEARS THE COST OF FOOD FOR THE PROGRAM BY PURCHASING FOOD AND PROVIDING THE MEALS THRU OUR HOPE S KITCHEN. MEALS ARE DELIVERED ACCORDING TO A PRE-DETERMINED SCHEDULE BY REGIONAL FOOD BANK PERSONNEL IN REFRIGERATED TRUCKS.

Section C - Monitoring

1. Sponsors are required to conduct on-site approval visits of new facilities **PRIOR** to the beginning of operations.

Describe your procedure for conducting pre-approval visits to each proposed child care facility.

(Attach a copy of the Pre-Approval Evaluation Form.) (Maximum 300 Characters)

FOOD FOR KIDS SUPPORT COORDINATOR VISITS PROPOSED SITE BEFORE THE SITE STARTS PARTICIPATING IN THE PROGRAM, WALKS THROUGH THE FACILITY WITH SITE PERSONNEL, VIEWS THE KITCHEN FACILITIES AND FOOD STORAGE SPACE, NOTES ANY CONCERNS, DISCUSSES SOLUTIONS IF ANY ARE NEEDED. ONCE SITE STARTS OPERATIONS, PRE-

2. Sponsors are required to monitor food service operations of facilities under its administration annually. New facilities must have their first review during the **first four weeks of operation**. Each review must include a meal analysis where children are present and a five-day reconciliation of records. If a facility is found to be seriously deficient, the next review conducted must be an unannounced follow-up review. This review does not count toward the required reviews.

There are two different methods in which a sponsor may conduct reviews to comply with United States Department of Agriculture (USDA) requirements. Indicate which method will be used.

- Conduct one announced and two unannounced reviews* of program operations to assess compliance with meal patterns, record keeping, and other requirements, with not more than six months elapsing between reviews. Each review must include a meal analysis where children are present. All reviews must be documented and kept on file.
- Review averaging by conducting an average of three reviews per provider per year. If an SO conducts one unannounced review* of a facility in a year and finds no serious deficiencies, the SO may choose not to conduct a third review of the facility that year and may make its second review announced, provided that the SO conducts an average of three reviews of all of its facilities that year and that it conducts an average of two unannounced reviews of all of its facilities that year. When the SO uses this averaging provision and a specific facility receives two reviews in one review year, its first review in the next review year must occur no more than nine months after their previous review. If choosing this method, not more than nine months can elapse between reviews and all seriously deficient providers must have at least three reviews per year. If **review averaging** is selected, the SO must have a written plan with detailed procedures for tracking review. Each review must include a meal analysis where children are present. All reviews must be documented and kept on file.

* Sponsors must ensure that the timing of unannounced reviews is varied in a way that would ensure they are unpredictable to the facility.

Describe timing of reviews so sites/providers do not anticipate when they will be conducted: (Maximum 300 Characters)

ALL VISITS ARE UNANNOUNCED VISITS ARE AT RANDOM TIMES AND ARE NOT PREDICTABLE BY SITES.

3. Describe your recruitment policy and procedure. Explain how you enlist new facilities or providers: *(Maximum 300 Characters)*

We are constantly reaching out to sites in areas with low access to after school programming. We also receive referrals from current partners, Food Bank staff, and other stakeholders. We will work with any site that agrees to comply with CACFP rules and which qualifies and completes our application process.

Will the sponsor comply with these requirements? Yes No

ON-SITE MONITORING STAFFING RATIO

1) Full-time Employees (FTE) Required for Number of Facilities Served

Add Metro and Rural county sites below to determine Full-Time Employees (FTE) required for on-site monitoring:

County Name:

Sites in county:

a. Metro Counties Served

Delete	County	# Sites in County
<input type="button" value="Delete"/>	Grady	1
<input type="button" value="Delete"/>	Cleveland	2
<input type="button" value="Delete"/>	Comanche	1
<input type="button" value="Delete"/>	Lincoln	1
<input type="button" value="Delete"/>	Logan	3
<input type="button" value="Delete"/>	Oklahoma	40

Total Metro Sites = ÷ 75 Metro Limit = FTE

b. Rural Counties Served

Delete	County	# Sites in County
<input type="button" value="Delete"/>	Texas	1
<input type="button" value="Delete"/>	Woods	1
<input type="button" value="Delete"/>	Carter	1
<input type="button" value="Delete"/>	Garfield	2
<input type="button" value="Delete"/>	Caddo	1
<input type="button" value="Delete"/>	Garvin	1
<input type="button" value="Delete"/>	Noble	2
<input type="button" value="Delete"/>	Pottawatomie	2
<input type="button" value="Delete"/>	Stephens	2

Total Rural Sites = ÷ 60 Rural Limit = FTE

c. Total FTE required to monitor sites = FTE (a + b)

2) FTE Devoted to Monitoring Activities:

Add hours spent per week for all personnel performing monitoring duties:

Name:

Hours per week spent monitoring:

Section D - Training

Annual (October 1 through September 30) training must be conducted. For center sponsors: Training must be conducted for key site staff involved in the CACFP. For FDCH sponsors: Training must be conducted for providers involved with the CACFP. Key staff/providers must be issued a certificate for the training received. Training methods may include:

- Conference/meeting style.
- Online.*
- Self-paced curriculum.*

*Online and self-paced curriculum must include documentation and post-training test, benchmarks, and e-mail confirmation.

By checking this box, the SO certifies that all key staff and participants have received the required annual training which included the required training topics listed below.

1. Meal Pattern
2. Meal counts
3. Claims Submission and Claims Review Procedures
4. Record keeping Requirements
5. Reimbursement System
6. Civil Rights

Describe your training policy and training plans for the current fiscal year. When, where and how will you conduct the required annual training? (*Maximum 500 Characters*)

FT FFK staff attended SDE training in September. Any staff who are not FT FFK (monitors and site coordinators) will receive training from Bethany McGarry after she has been trained by the state. Training will be documented.

Sponsor's designated trainer position:

I certify that the information on this Application is true to the best of my knowledge. I will accept final administration and financial responsibility for total CACFP operations at the facilities under my sponsorship and that reimbursement will be claimed only for meals served to enrolled children. The CACFP will be available to all eligible children without regard to race, color, age, national origin, sex, or disability at approved food service facilities. I understand that this information is being given in connection with the receipt of Federal funds and that deliberate misrepresentation may subject me to prosecution under applicable State and Federal criminal statutes.

Adding and Removing Sites

Starts on Page S-9

Documentation needed

- Management Plan & VCA- these must be updated as needed to ensure the SO is viable, capable, and accountable enough to take responsibility of an additional site!
- Pre-Approval Visit must be conducted
- Checking the National Disqualified List (NDL) website documentation
- License or information on DHS exemption(s)
- Required documentation for At-Risk Sponsors
 - Area map, low-income report data, etc.
- Copy of Agreement to Furnish Food, if applicable

Adding Sites

Before a Sponsor can claim meals for any new site(s), the following steps must be taken:

- Participants are enrolled and meals are being served to them
- ***At-Risk only***, adequate enrichment/education program in service
- Pre-approval visit has been completed
- Site representatives have been adequately trained
- NDL searches have been conducted on all site representatives
- Documentation has been submitted to OSDE for site to be added to application
- Application for Participation has been completed by SO
- Approval visit has been conducted by the Regional Specialist

Checklists and instructions can be found in the manual and resource library:

- Adding ***At-Risk*** sites on ***page S-10***
- Adding ***CACFP*** sites on ***page S-11***

DHS Licensing Requirements

A license is required if you care for children for more than 15 hours a week or are otherwise exempt from that law.

- If the site is not licensed, we must have adequate documentation to show you are exempt
- Fill out the DHS Licensing Exemption form in the Resource Library
- Licensing exemptions start on **page S-16**
 - Email the form to Kassi Reddell at Kassandra.Reddell@sde.ok.gov
 - Email Kassi with any other questions or assistance concerning this
- ***Schools are exempt from filling out the form***

National Disqualified List (NDL)

- A search on a site representatives must be done before any new site can be added
- This process also needs to be conducted, annually, for all site representatives
- Instructions to register to have access to the NDL is on ***page S-15***
- ***Disqualified individuals cannot be involved with CACFP administrative responsibilities***

Unaffiliated Site Agreement

- It is required if you are using a site not affiliated with your entity
 - Affiliated sites are part of that business or organizations legal entity
 - For-profit institutions can have only for-profit sites
 - Non-profit and public institutions can have affiliated and/or unaffiliated sites
- Agreement is found on **page S-20** or the Resource Library
- ***NEW final rule implementation by September 2023- unaffiliated sites must enter into a written and permanent agreement with the SO, more to come on this***

Site Status Change Form- NEW

- Must be fully completed
- Supporting documentation is required
- Form must be submitted to OSDE within 10 calendar days of pre-approval visit
- Do not add a site until they are already serving meals
- First visit must be conducted within 4 weeks (28 operating days) of the first operating date
- Use checklist to ensure you are following proper procedures!

Site Status Change Form

Agreement #: _____ Sponsor Name: _____

Site #: _____ Site Name: _____

Site Representative Name: _____ Site Representative DOB: _____

Site Address: _____

Phone Number: _____

Type of Change (select one):
 Update information New Add Inactive Drop/Close

If adding new site, complete this section: N/A

Type of Site (select one):
 Child Care Head Start Adult Care At-Risk Other: _____

License/Permit #: _____ Expiration Date: _____ Capacity: _____

At-Risk ONLY:
 Name of school within attendance area: _____ Free/Red %: _____

NDL search has been conducted and printed? Yes No

Was the preapproval visit conducted *prior* to the provider participating? Yes No

Effective Date (this date must match the date listed on the preapproval form): _____

If making site inactive, complete this section: N/A

Date site will become inactive: _____

Will the site be inactive beyond the current fiscal year?
 If yes, you may be required to drop and re-apply later. Yes No

Date site plans to become active again: _____

Reason for inactive status: _____

If site is closing closing, complete this section: N/A

Reason for drop/closure: _____

Will you be submitting any additional claims for this site?
 If yes, do not submit this form at this time, please wait until last claim has been paid Yes No

Last Claim Month: _____

Last Operating Day (must be within last claim month): _____

If updating any other information, complete this section: N/A

Meal time changes must use the meal time change, NOT this form

Requested change: _____

Was this change approved prior to implementation?
 If no, please explain: _____

Effective Date of Change: _____



Site Status Change Form cont.

- The following documentation must be submitted with the Site Status Change Form, failure to include may result in loss of reimbursement for this site!
 - Preapproval Visit Form
 - NDL search information
 - DHS permit/license, if applicable
 - At-Risk eligibility documentation, if applicable
 - Contract/Agreement to Furnish Food, if applicable

Do not wait until Tuesday morning when you are trying to claim and expect it to be approved for that month!

Note: this form is for any change OTHER than a meal time change

Approval/Effective Date

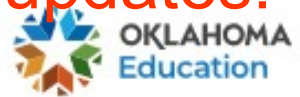
- The date you give and an effective date on the pre-approval visit may not be the same date given by the Regional Specialist, for a number of different reasons
- Meals cannot be claimed prior to the date given by the Regional Specialist
 - There are rare instances when this *may* be allowed
- The first monitoring review must be completed within 4 weeks (28 days) of the approval date
 - The date you should begin counting from is the effective date given by the Regional Specialist at the time of the approval visit

Approval date = effective date = agreement date = first day of claim = day 1 of 28 days!

Site Maintenance

- Reminder that you do not have access to make changes, but responsible for making sure it's correct!
- Site number must be 4 digits
- Updates should be made as needed
 - Business names
 - License number
 - Address
 - License capacity
 - Site Representative name
 - Date of birth

Use the Site Status Change Form to make these updates!



Other Required Records and Additional Information

Building for the Future

- All institutions except Adult Day Cares must complete the section titled *Contact Information* and then reproduce the *Building for the Future Fact Sheet*
- All **sites** must distribute this fact sheet to all parents of participating children annually
- ***Sponsoring Organizations will upload to OSDE***

Building for the Future

This day care facility participates in the Child and Adult Care Food Program (CACFP), a federal program that provides healthy meals and snacks to children receiving day care.

Each day more than 2.6 million children participate in CACFP at day care homes and centers across the country. Providers are reimbursed for serving nutritious meals which meet United States Department of Agriculture (USDA) requirements. The program plays a vital role in improving the quality of day care and making it more affordable for low-income families.

Meals CACFP homes and centers follow meal patterns established by USDA.

Breakfast	Lunch or Snacks	Snacks (Two of the four groups)
Milk, 1% Fruit or Vegetable Grains or Breads	Milk, 1% Meat or Meat Alternate Grains or Breads Fruit or vegetable Two different servings	Milk, 1% Meat or Meat Alternate Grains or Breads Fruit or Vegetable


Participating Facilities Many different homes and centers participate in CACFP and share the common goal of bringing nutritious meals and snacks to participants. Participating facilities include:

- **Child Care Centers:** Licensed or approved public or private nonprofit child care centers, Head Start programs, and some for-profit centers.
- **Family Child Care Homes:** Licensed or approved private homes.
- **At-Risk Programs:** Centers in low-income areas provide free snacks to school-age children and youth.
- **Emergency Shelters:** Emergency shelters provide food services to homeless children.

Eligibility State agencies reimburse facilities that offer nonresidential day care to the following children:

- Children aged 12 and under
- Migrant children aged 15 and younger
- Youths through the age of 18 in At-Risk Programs in needy areas.

Contact Information If you have questions about CACFP, please contact one of the following:

Sponsoring Organization/Center	
 <p>Toys N Noise 1234 NW Block Street Oklahoma City, OK 73124</p>	<p>State Department of Education Child Nutrition Programs 2500 North Lincoln Boulevard Oklahoma City, Oklahoma 73105-4599 405-521-3327</p>

This institution is an equal opportunity provider.



WIC Brochure

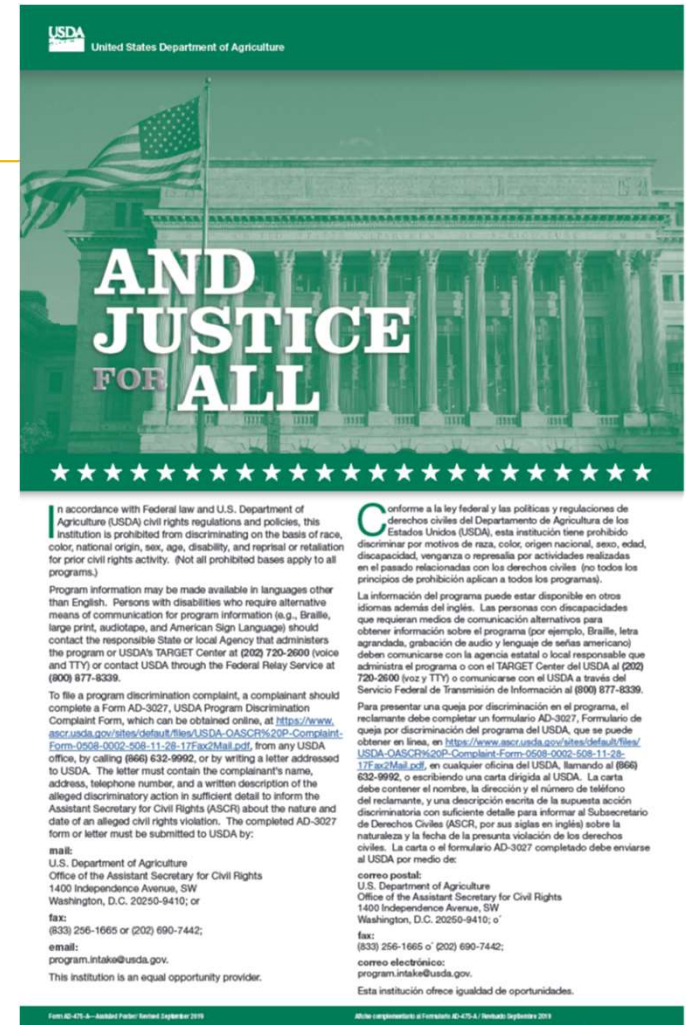
Providers are required to provide WIC information to the parents of children enrolled

A *WIC Brochure* must be posted so that parents can see the information



Civil Rights

- Poster must be displayed in SO office, not required in homes
- Remember- Civil Rights Training is required every year!
- Make sure you have the newest version of the poster
- Newest version will be mailed out once we receive them



Meal Time Change Form

Any time a change is made to a meal time, license capacity, or hours of operation, a Meal Time Change form must be submitted to OSDE before the change will be approved.

CACFP Notification of Meal Service Change

Agreement Number: _____ Institution Name: _____

This form must be submitted if any of the following information has changed from the original application. Please complete and submit to our office for approval prior to meal service change.

For recordkeeping purposes, please list the days and times of meal service that you are currently approved for. Please list currently approved mealtimes here:

Breakfast		AM Snack		Lunch		PM Snack		Supper		Late PM Snack	
1 st shift		1 st shift		1 st shift		1 st shift		1 st shift		1 st shift	
Beginning	Ending	Beginning	Ending	Beginning	Ending	Beginning	Ending	Beginning	Ending	Beginning	Ending
2 nd shift		2 nd shift		2 nd shift		2 nd shift		2 nd shift		2 nd shift	
Beginning	Ending	Beginning	Ending	Beginning	Ending	Beginning	Ending	Beginning	Ending	Beginning	Ending

Please list currently approved maximum number of meals:

Breakfast		AM Snack		Lunch		PM Snack		Supper		Late PM Snack	
1 st	2 nd	1 st	2 nd	1 st	2 nd	1 st	2 nd	1 st	2 nd	1 st	2 nd

Please check the box for each day currently approved to serve meals and current hours of operation:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Open	Close

Please enter the new information you wish to change and submit for approval below.

If applicable, list NEW mealtimes here: No change to mealtimes

Breakfast		AM Snack		Lunch		PM Snack		Supper		Late PM Snack	
1 st shift		1 st shift		1 st shift		1 st shift		1 st shift		1 st shift	
Beginning	Ending	Beginning	Ending	Beginning	Ending	Beginning	Ending	Beginning	Ending	Beginning	Ending
2 nd shift		2 nd shift		2 nd shift		2 nd shift		2 nd shift		2 nd shift	
Beginning	Ending	Beginning	Ending	Beginning	Ending	Beginning	Ending	Beginning	Ending	Beginning	Ending

Please list NEW maximum number of meals: No change to max number

Breakfast		AM Snack		Lunch		PM Snack		Supper		Late PM Snack	
1 st	2 nd	1 st	2 nd	1 st	2 nd	1 st	2 nd	1 st	2 nd	1 st	2 nd

If serving shift or weekend meals, please provide justification:

If applicable, check the box for each day you wish to serve meals: No change to days of the week

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

If applicable, list your NEW hours of operation:

Open	Close	<input type="checkbox"/> No change to hours of operation

I further certify that all the information is true and correct. I understand that this information is being given in connection with the receipt of federal funds; that Department officials may, for cause, verify information; and that deliberate misrepresentation may subject me to prosecution under applicable state and criminal statutes. The program must be made available to all eligible children regardless of race, color, national origin, disability, age, reprisal, and retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Authorized Representative Signature: _____ Date: _____

SDE Signature: _____ Date: _____

Inventory Information

- Inventory is **PER SITE** unless the institution uses a central kitchen
- If moving food from one site to another, it is highly recommended to do a ***transfer of food*** form to indicate what food and how much was moved from one site to another
- *Schools* can use the inventory system already in place at the district
- Inventory is not required for FDCH Sponsors

Contracting for Food Service

- An agreement or contract between a facility and food service provider is required **and a copy must be submitted to OSDE each year**
- **All institutions MUST use the OSDE agreement found in the Resource Library**
 - Agreement to Furnish Food (with schools)
 - Agreement to Furnish Food (with entity other than a school)
 - Contracts under \$250,000
 - CACFP RFP (FSMC)
 - Contracts over \$250,000
 - Formal procurement process must be used

Contracting for Food Service

Contracting with a Public School:

- Schools must charge a minimum:
 - *Breakfast*—Free Reimbursement Rate
 - *Lunch/Supper*—Free Reimbursement Rate + Value of Commodities
 - *Snack*—Free Reimbursement Rate

Contracts with schools are good from ***July 1 – June 30th***. ***A new contract needs to be obtained when the rates become available***

SO Staffing and Monitoring

Who do you need to operate your program efficiently, starting on page S-49 of your manual

Determining Staffing Needs

Recommended CACFP Staff Positions

- Executive Director
- Coordinator
- Monitor
- Secretary/Receptionist
- Financial Officer/Accountant

Determining Staffing Needs cont.

There should be adequate staffing to perform the following duties:

- Recruit underserved sites, when applicable
- Conduct all pre-approval and monitoring visits
- Provide on-site technical assistance
- Review all claim documentation/perform edit checks
- Consolidate and submit claim to SA
- Prepare and disburse payments
- Maintain adequate financial documentation
- Conduct training to key staff and site representative
- Maintain adequate program records
- Maintain daily office hours

Determining Staffing Needs cont.

The caseload of a monitor will depend on many things, including:

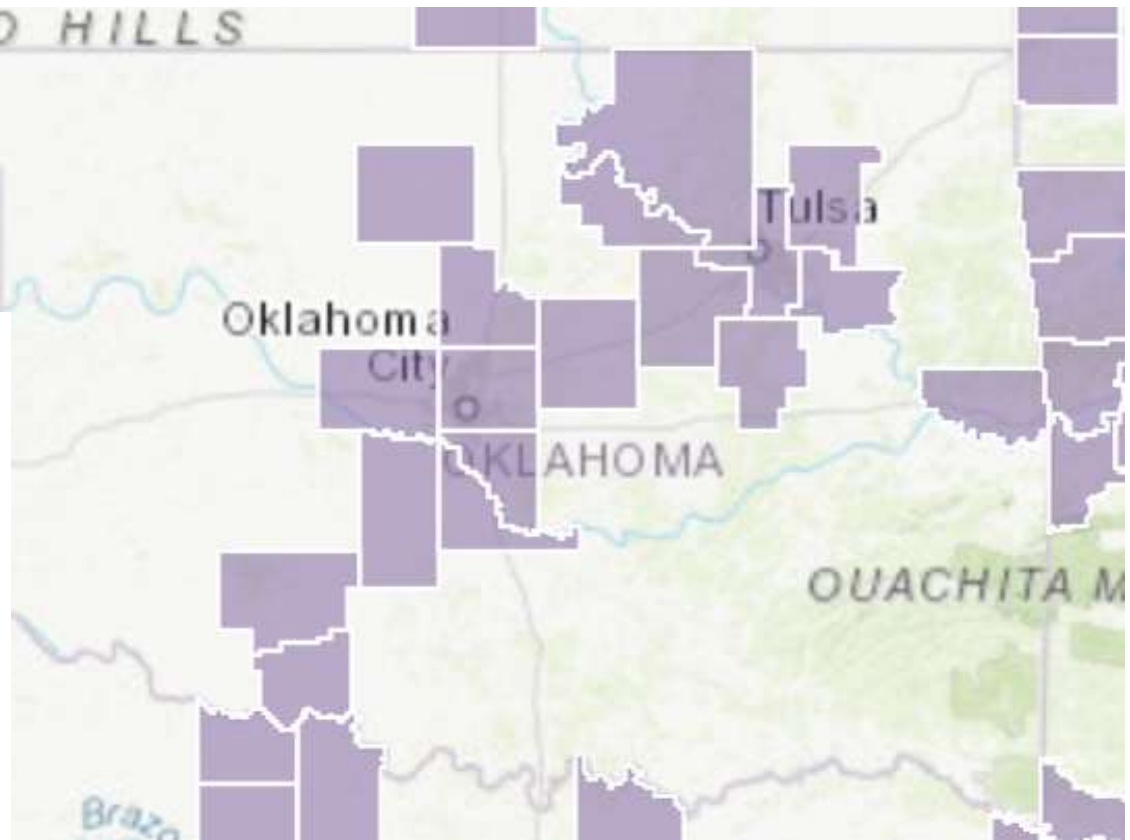
- Total duties assigned to monitor
- Complexity of reviews required
- Geographic area covered (rural vs metro)

Things to remember about monitoring:

- Average caseload should be about 68, but no more than 75 metro or 60 rural
- Metro (urban) counties listed on page 42 are incorrect (add Cotton, remove Le Flore)
- If someone is listed as a monitor, then they **MUST** be conducting reviews
- Be mindful that you are monitoring a variety of different scenarios (i.e., late nights, weekends, shifts, etc.)

Urban Counties

- | | |
|-----------|----------|
| Canadian | Logan |
| Cleveland | Oklahoma |
| Cotton | Okmulgee |
| Comanche | Osage |
| Creek | Pawnee |
| Garfield | Rogers |
| Grady | Sequoyah |
| McClain | Tulsa |
| Lincoln | Wagoner |



<https://www.fns.usda.gov/sfsp/rural-designation>

Preapproval Visits

- Preapproval visits must be conducted on new sites prior to the home's participation in the CACFP
 - Children must be enrolled and already receiving meals
- Preapproval visit form (along with the other required documentation) must be submitted to the SA within **TEN** days of the preapproval visit
- Effective date cannot be backdated
 - In very rare instances can the date be set to the 1st day of the month in which the approval visit was conducted by the Regional Specialist. In these cases, paperwork must have been maintained to support a claim
 - **Effective date = agreement date = date they begin claiming = day 1 of the 28 days!**

Monitoring

- On-Site Monitor Review
 - 1 announced and 2 unannounced **OR** review averaging
- Staffing ratio must be up to date at all times
- Only personnel who conduct reviews may be counted toward FTE for monitoring
- Monitors must also be listed in your budget
- Review forms must contain ALL elements
- 5-day reconciliation-NOT OPTIONAL!
- Document, document, document- every review can't be perfect!
- Monitoring Schedule– must not just record completed reviews but show scheduled future reviews as well
 - spreadsheet, index card, some method

Timing of Reviews

The timing of unannounced reviews must be varied, and they **may not follow a consistent, predictable pattern**. For example, unannounced reviews for a particular home would not be varied and unpredictable if the provider knows that the monitor always comes during the third week of January, the third week of May, and the third week of September, or never comes during the first week of the month because the sponsor staff are busy processing claims. You are less likely to uncover problems and issues if providers can guess when their unannounced reviews are likely to occur [CACFP 16- 2011, Varied Timing of Unannounced Reviews in the Child and Adult Care Food Program, April 7, 2011].

Weekends, Late Evenings, & Holidays

- If a site serves meals on weekends, evening snacks, suppers, and/or holidays, the sponsor is required to monitor meals during those meal-times.
- Sponsors that have limitations to the extent to which they can meet Program oversight requirements should not accept facilities that exceed their management capabilities [CACFP 04-2006, *Sponsor Monitoring of Facilities in the Child and Adult Care Food Program (CACFP)*, May, 23, 2006].

Household Contact System

- Send form to every household enrolled at the site
- Sponsor enters the SO information, site name and number and a phone number
- Household completes the rest and sends back to the SO in the envelope provided by the SO
- Two negative responses require further action
 - Declare the site and site representative Seriously Deficient

SO Policies, Procedures and other Requirements

Starts on page S-75 of your manual

Sponsoring Organization Policies

- Develop policies to support SO procedures
- Develop policies to support site procedures
- SO staff and site representatives must receive a copy annually
- Must include required policies and procedures (per USDA and SA)
- Must be approved **prior** to implementation
- Should be updated **annually**
- Cannot be changed without SA or provider knowledge

YOU MUST FOLLOW YOUR OWN POLICIES!

Sponsoring Organization Policies

Required Topics

- Hiring Procedures
- Types of Positions/Job Descriptions
- Office Schedule/Pay Periods/Holidays/Hours of Operations/Absence
- Compensation Policy
- Termination Policy
- Restricting Outside Employment Policy
- SO Key Staff Training

Site Policies

1. Monitoring Reviews
2. Meal Disallowances
3. Recordkeeping
4. Meal Service Times
5. Mealtime Change
6. Cycle Menus
7. Submission of Records
8. Site Edit Checks
9. Annual Site Training
10. Household Contacts
11. Serious Deficiency Procedures
12. Proposed Term/Disq Procedures
13. Suspension/Termination
14. Appeal Procedures
15. Civil Rights Complaints

Monitoring Reviews

- Your policy for monitoring reviews must reflect the review method you have selected on your application!
- You must notify sites of what your monitoring requirements are
- The policy needs to explain your expectations for times when the site is closed/unavailable and what the consequences are for not complying
- The policy should also explain that if monitoring requirements cannot be met as a result of the site representative not being available (or other reasons), they may be declared seriously deficient. (It's either the SO or the site/site representative that will be SD!)

Meal Disallowances

- Site representative need to understand why meals will be disallowed
- Be detailed
- Be consistent
- The policy should explain when they will be notified of such disallowances

Recordkeeping

- SO must have a written policy to inform site representatives of how paperwork should be maintained
- Records must be readily available at all times
- **Explain, in detail, the consequences of not complying with this policy**

Meal Service Times

- Policy must include our requirement- 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
- SO may enforce more restrictive policies, with SA approval
- **Explain, in detail, the consequences of not complying with this policy**

Meal Time Change

- Site representatives need to be aware of when they should inform you of any meal-time change
- Policy must explain the process for submitting these changes
- You may even explain the time constraints you have to ensure the change has been submitted to the SA in a timely manner
- **Explain, in detail, the consequences of not complying with this policy**

Cycle Menus

- Regardless of whether or not your SO requires cycle menus, you need a policy to detail your expectations of how meal patterns will be met
- If required, the policy should give a specific number of days the cycle menu should be
- If meals are provided by the SO and the site is not responsible for meal planning, make a policy that explains how the meals will be provided, delivered, etc
- **Explain, in detail, the consequences of not complying with this policy**

Submission of Records

- SO should state, in writing, when paperwork must be submitted
- The policy must also explain how requests for revisions to claims should be submitted (and give a specific deadline)
- Explain what could happen if paperwork is not submitted timely
- **Explain, in detail, the consequences of not complying with this policy**

Site Edit Checks

- Site representatives must be advised that claim/paperwork (and all other documentation) will be reviewed and edited as needed
- The policy must explain what happens if meals are disallowed
- The policy must also include how you will notify the site of any meal disallowances
- **Explain, in detail, the consequences of not complying with this policy**

Annual Site Training

- Site representatives must be aware of the annual training requirement
- Explain what they should expect
 - When will trainings be offered
 - Where will trainings be offered
 - What methods of training methods will be offered
- The Policy must list the required training topics
- **Explain, in detail, the consequences of not complying with this policy**

Household Contacts

- Site representatives should be made aware that SO have the right to contact parents/guardians, at any time, to verify child enrollment information
- The policy should explain your process for initiating household contacts
- The policy should explain why household contact could be implemented
- **Explain, in detail, the consequences of having negative responses from household contacts**

Civil Rights Complaint

- Must explain when/why a civil rights complaint can be made
- Must explain how a civil rights complaint can be made
- Must state where the complaint form can be found and how to obtain
- A good idea to explain the difference between a civil rights complaint and a program complaint
 - Program complaints can be made directly to the SA

Reimbursement/Payments---recommended if applicable

- Site representatives must be aware of how they will receive payments
- This policy should give detail on how and when payments can be made
 - Day of the month
 - Method of payment
- This policy should also explain steps a site must make if a payment is missing
- **Explain, in detail, the consequences of not complying with this policy**

The following policies are only required for SO with **unaffiliated sites/centers**, however, any SO can implement them.

Serious Deficiency Procedures

- SO must have procedures for initiating serious deficiencies when necessary
- Must list the areas of noncompliance that require a serious deficiency to be declared
 - SO can add to the list provided by USDA and SA but cannot take away
 - Can state that it is not an all-include list
- Must explain what happens if SD is not fully and permanently corrected
- Could also include steps about how the SD must be corrected with a CAP
- Can state that more detailed procedures will be made available at the time of SD or upon request

Appeal Procedures

- Must explain when a site and/or site representative will be proposed for termination and disqualification from the CACFP
- Must state that appeal rights will be given at the time of the notice

Proposed Suspension

- Final rule and guidance is still coming from USDA, but make the sites aware that they can be suspended (and payments/meals will no longer be provided)

Proposed Termination/Disqualification

- Final rule and guidance is still coming from USDA, but make the sites aware that they can be proposed for termination and disqualification if the SD is not fully and permanently corrected

Serious Deficient (SD) Procedures

Only required for SO of unaffiliated sites!

Steps in SD Process

1. Identify the serious deficiencies
2. Issue a notice of serious deficiency- explain requirements of the Corrective Action Plan (CAP)
3. Receive and assess the written CAP
4. If CAP is acceptable, issue a notice of temporary deferral of the SD
5. If CAP is denied (or not received), issue a notice of proposed termination and disqualification, including appeal procedures
6. Provide an appeal review/hearing, if requested, of the proposed termination and disqualification
7. Issue a notice of final termination and disqualification days (OR if the terminations and disqualification is overturned as a result of an appeal, issue a notice of temporary deferral of the SD)

SD's do not “go away” ...

- Notice that when an acceptable CAP that fully and permanently corrects the areas of SD, the SD is not rescinded, however, the determination is simply “deferred”
- As long as a site/site representative is participating in the CACFP under your SO, the SD remains
- If in the future, the same areas SD are found to no longer be fully and permanently corrected, the SO must propose the site and/or the site representative for termination and disqualification from the CACFP

Seriously Deficient (SD) Procedures

- CACFP regulations define seriously deficient as the status of an institution or a day care home that has been determined to be non-compliant in ONE or MORE aspects in its operation of the Programs
- So what are you expected to do when you determine a site or site representative should be declared seriously deficient?
 - Contact the State agency and request assistance with the process
 - Notice letters must contain very specific language and the timing of the process must be followed as regulations state
 - The State agency will work closely with you to compose and issue any SD correspondence

The most important point for you to take from this is to know that you must advise your sites why they could be potentially declared seriously deficient, and we will help you with the rest!

Disqualification from Participation

- In the event a site or site representative becomes terminated, they must be placed on the NDL by OSDE
- The information must be reported to SDE using the form provided in your manual
- Providers remain on NDL for 7 years or longer if a debt is owed
- However, regulation allows requests for early removal

QUESTIONS?

*****If your username is a phone number on this call, please put your name in chat to receive credit.***

You will not be sent a CERTIFICATE. Your training attendance will appear in the Business Maintenance page **ONLY if you register in the Training Calendar
(Give us up to a week to get it posted)**