# Child & Adult Care Food Program

Nevada Department of Education

Child & Adult Care Food Program

Monitoring & Annual Training

For Sponsors of Multiple Sites

Monitoring & Training

Requirements

- **Monitoring**
  - Enrollment forms – annual update
  - Monitoring requirements
  - 5-day reconciliation
  - Block claiming
  - Parent contacts
- **Staff Training**

Enrollment Form - Annual

- Child's Name
- Date of Birth
- Date Care Began
- Signature of Parent or Guardian

Review Requirements

- Conduct 3 reviews per year as per CACFP application

- Conduct 2 of 3 reviews unannounced

- Review all meals service unannounced

- No more than 6 months between reviews

Review Requirements

- Sponsor must inform sites that they may be reviewed by NDE, USDA & sponsor.

- Monitoring Staff:

  1 FTE for 25 sites or more (centers)

  1 FTE for 50 – 150 sites (day care homes)

Review Requirements

Sponsor must present photo ID when conducting monitoring reviews

Review Requirements

- Preapproval review prior to new site participation

- Requires reviews of <u>all</u> new facilities within first 4 weeks

- Allows review averaging for <u>all</u> sponsors

- Allows sponsors to decide about review averaging without NDE approval

- Document! Document! Document!
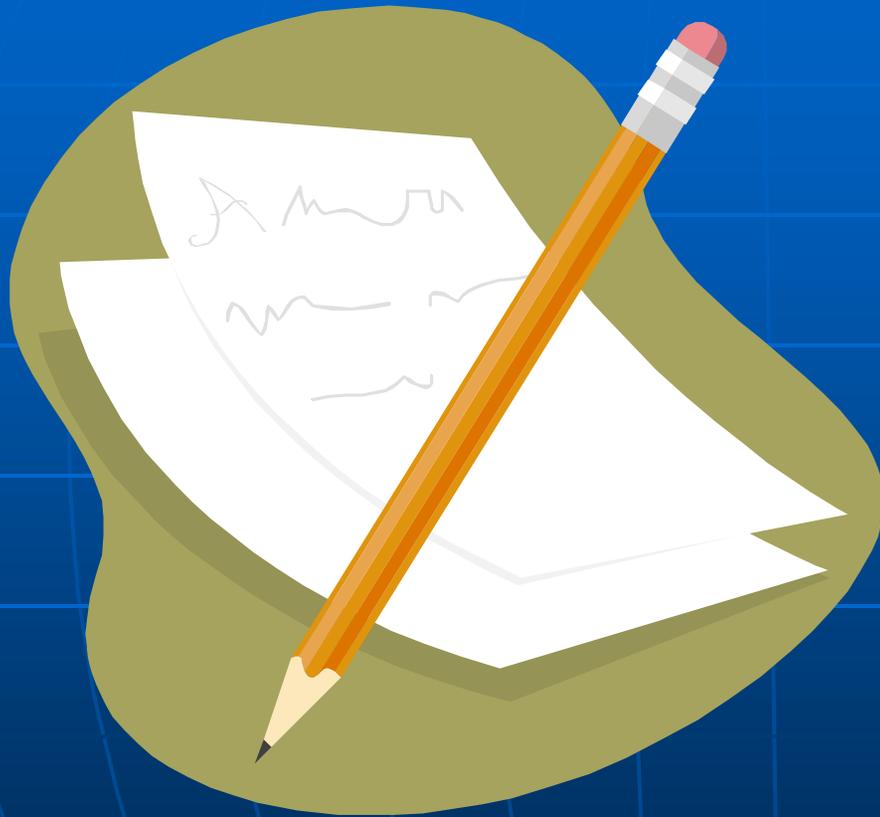
"If it's not written down, it didn't happen."

Average of 3 Reviews

- 2 unannounced visits with no serious deficiencies

- 3rd review not required

- Sponsor conducts an average of 3 reviews of all its facilities that year
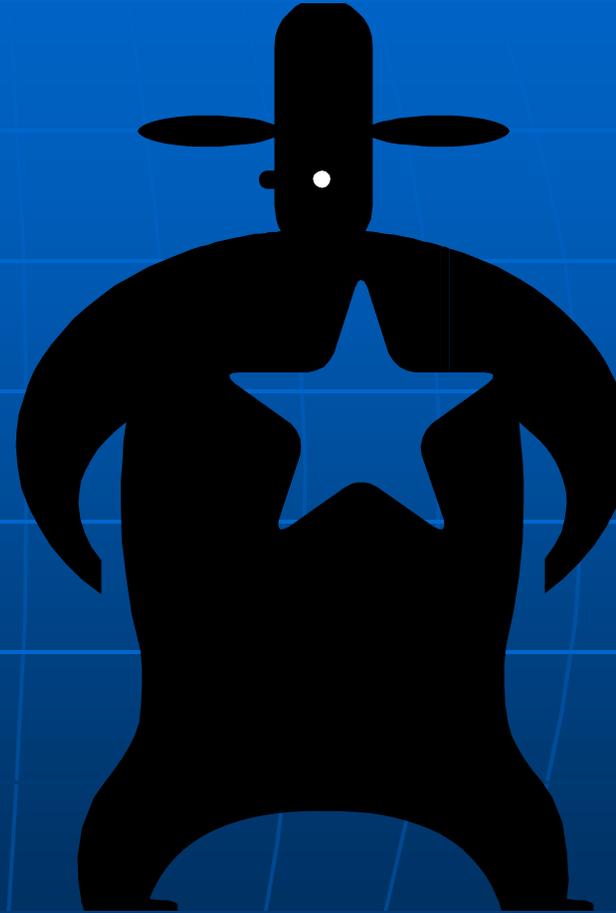
Challenges for Sponsors

- Tracking facility reviews

- Adjusting review plans for block claims or serious deficiencies

Four Suggestions

- Use the schedule in your CACFP "Annual Documents".

- Develop review plan that tracks reviews

- "Frontload" the plan with unannounced and meal service reviews

- Anticipate changes

Follow Your Review Plan

Sponsors of Multiple Sites Only

Select the month(s) sponsor review will occur (minimum of 3):

☐ Jan	☐ Feb	☑ Mar	☑ Apr	☐ May	☐ Jun
☐ Jul	☐ Aug	☑ Sep	☐ Oct	☐ Nov	☑ Dec

You selected a review plan when you submitted your CACFP "Annual Documents"

Tracking Reviews

Frontloading

- Schedule unannounced and meal service reviews early in the year.

- Remember! All sites must have 2 unannounced visits.

Anticipate Changes

- Reassess and adjust review plans as needed
- If you change a review to a different month update the schedule by contacting the State.

Who does the site review?

- Representative of sponsoring organization, central office, nurse or health practitioner, area representatives …

- It does not have to be the same person every time.

- Employees/directors of site cannot review their own site.

- This is a management function that cannot be sub-contracted.

Site Reviews

Before the review . . .

- Have a monitoring form – use NDE form or one of your own approved by NDE.

- Know enrollment & licensed capacity

- Know times of meal services

- Look at records from prior week if submitted to central office weekly – 5 day reconciliation

Site Reviews

During the review . . .

- Photo ID

- Meal observation

- Count number of participants being served

- Compare your count to the center's Point of Service count

- Compare meal count to time in & out records & enrollment

Site Reviews

During the review . . .

- Is meal pattern being met?
- Is enough food being prepared?
- Are menus followed & substitutions recorded?
- Are delivery slips on file if meals are vended/catered?
- Are enough meals being delivered?
- Is 'And Justice for All' poster displayed?
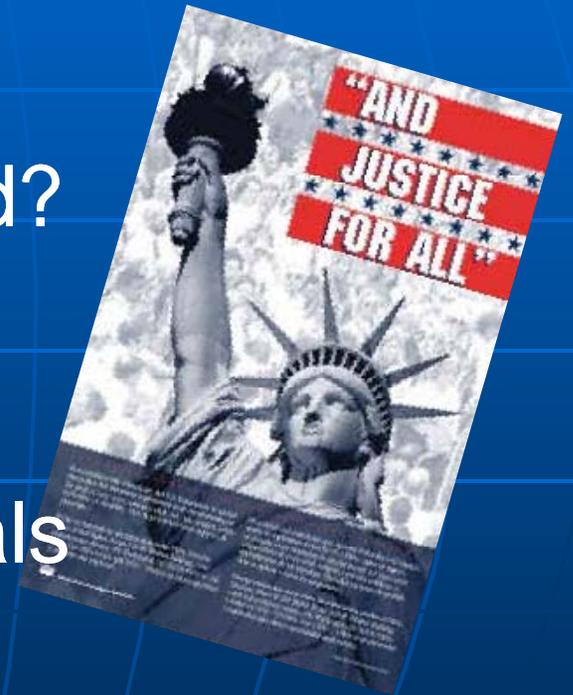
5-Day reconciliation: documentation

- Compare time in/out to meal counts – by participant for the 5 days prior to the day of the review.
- Compare meals claimed to number of enrolled children for each day (if applicable – child care centers & homes)
- Complete 5-day reconciliation chart
- If not reconciled, reviewer determines if establishment of over claim is necessary
- 5-day reconciliation must be done as part of EVERY site review.

Monitoring Reviews

Compare

- Enrollment forms

- Time in/out sheets

- Meal count sheets

- Make notes of discrepancies & meals to be deducted.

Quincy Adams & Zoe Meyer

- Enrollment form is not signed
- Claimed breakfast on Thursday and Friday; sign in sheet says Monday, Tuesday, Wednesday
- Not clocked in Thursday or Friday
- Deduct Breakfasts Thursday and Friday

Max Cooper

- Not clocked in or out on Monday or Thursday– deduct Breakfast and Snacks

- School age – claimed all day on Friday, non-school day??

Questions?

Corrective Action & Follow-up

- What corrective action will the reviewer prescribe for the center?

- Will the sponsor do any follow-up?

Center Submits Claim

- Compare 5-day reconciliation to claim when submitted

- Is the information consistent?

- Are parent contacts needed?

- Corrective action for center

Block Claiming

The same number of meals claimed for one or more meal types is identical for 15 consecutive days in the month.

Block Claiming

Claim For Reimbursement Worksheet - Child and Adult Care Food Program   NS-401-G   Revised 4/200

| Center: | | | Agreement Number: | | | Month, Year: | | |

PM Snack is an example of Block Claiming

	NUMBER OF MEALS SERVED																		
	Breakfast			AM Snack			Lunch			PM Snack			Supper			EV Snack			Daily Attendance
Date	F	R	P	F	R	P	F	R	P	F	R	P	F	R	P	F	R	P	
1	10	2	21				9	2	22	16	2	20							
	8	2	22							15	1	22							
	9	2	22							10	3	25							
	7	2	22							14	2	22							
	9	2	22							14	2	22							
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16	10	2	21				7	2	22	14	2	22							
17	10	2	21				7	2	22	14	2	22							
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19	10	2	21				12	2	22	14	2	22							
20																			
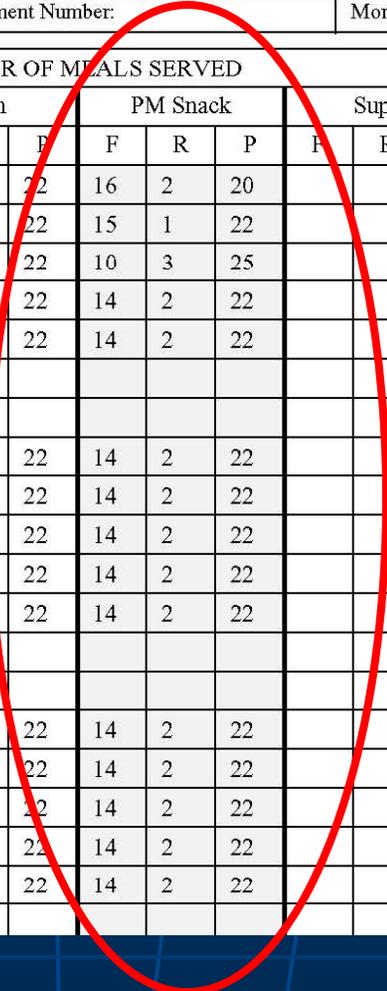
Block Claiming

- If block claiming is detected:

- Unannounced visit within 60 days

- Cannot be part of averaging (at least 3 reviews must be done)

- If there is a logical explanation for the block claim, the sponsor notes this on the review form

Parent Contacts

- If you suspect meal count records are not being falsified, follow the guide on household surveys in the Document and Reference Library.

Staff Training

- Site reviewers must be trained
- Other staff must be trained based on their duties & experience
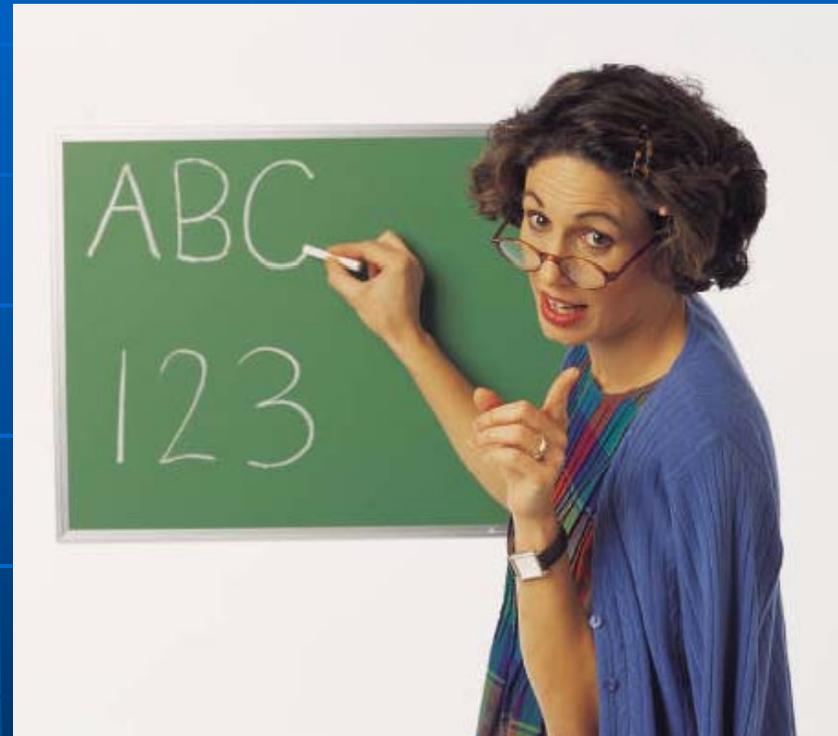
Staff Training

Training topics must include:

- meal pattern
- accurate meal counts
- submitting claims
- claim review procedures
- record keeping
- explanation of payment system

Staff Training

CACFP Staff Training

Date:

CACFP Topic/Summary (attach agendas, handouts, if applicable):

Sample

Presented by:

Persons in attendance (signatures):

Thank You!