

CACFP Reviews and Annual Renewal



CHILD CARE CONFERENCE

APRIL 26, 2014

Program Evaluations



- Unannounced (memo from State Agency sent out on March 11, 2013)
- Announced occasionally for TA's, sponsors of multiple sites, and military sites
- CACFP documentation should not be kept off site
 - Only one hour is given by the State Agency for paperwork to be produced (case by case basis if more than one hour is allowed)
 - 3 months of paperwork is generally reviewed unless the State Agency encounters problems during those 3 months
 - “Best Practice” Front-line staff should know where all CACFP documentation is being kept

Daily



- Daily point of service meal counts
- Completed meal production forms or detailed menus for both infants and children 1-12 years of age

Monthly



- Current master list of all enrolled and attending children
- Monthly meal count consolidation
- Ethnic and racial information for each child (one ethnicity and one race per child)
- Completed ledger and accompanying receipts (this should distinguish between food program items and non-food items)

Annual



- Documentation of CACFP training for all staff involved in food program duties (must always train on civil rights annually)
- Income eligibility forms for all free and reduced-price children
- Enrollment records, updated annually, signed and dated by the parent/or guardian
- Infant waivers for any child not receiving the institutions household formula
- Milk substitution request form and medical statement (found on the CNP website)

Permanent



- Agreement with USOE for CACFP
- Amendment to agreement if institution started prior to 2001
- Free and Reduced-Price Policy Statement
- Outside Employment Policy
- Civil Rights Complaints Procedure

“Call your specialist if you need any of these items”

Corrective Action



- Corrective action: Identification and elimination of the causes of a problem, thus preventing their recurrence.
- (What) were the issues identified by the state agency and the procedures that the institution implemented to address and permanently resolve the issues?
- (Who) addressed the issues? List personnel responsible for this task
- (When) was the procedure for addressing the issues implemented? Provide a timeline for implementing the procedure (i.e., will the procedure be done daily, weekly, monthly, or annually, and when did implementation of the plan begin)?
- (Where) is the CAP documentation retained?
- (How) were staff and if applicable, facilities informed of the new policies and procedures (e.g., handbooks, training, website, emails, etc.,)

CNPWeb Renewal Process



- Every institution on the food program is required to submit items on the CNPWeb annually prior to claiming
 - Process starts in August of each year
 - When you see the new program year in CNPWeb you should start the renewal process
 - All CNPWeb updates are required annually by September 1st
- * Items submitted on CNPWeb should be treated as working documents

CNPWeb Renewal Process Cont.



Single Site Institutions

- Sponsor info sheet
- Site sheet
- Updated Management plan
- Updated budget

Multi-site Institutions

- Sponsor info sheet
- Site sheets for every site participating
- Updated Management plan
- Sponsor budget (annually)

CNPWeb Cont.



- Common issues
 - Expired department of commerce dates
 - Incorrect department of commerce #'s
 - Incorrect licensing dates
 - Outdated employee information
 - Incomplete management plan responses
 - Budgets demonstrating viable institutions