

HOME STUDY TRAINING

“Understanding the Home Review”

At the completion of this packet, the user is entitled to two recordkeeping training hours to help meet the annual USDA CACFP training requirement. To receive your two hour certificate, take the quiz on the website (www.providerresources.org). This will give you a certificate as soon as you finish. If you cannot do it online, fill out and mail in the post-test portion to:

Provider Resources, Inc., 360 Merrimack St, Suite 44 Lawrence, MA 01843

Please keep this information packet for future reference

Updated 5/14

Recordkeeping Training

This training has been developed for Providers to receive 2 hours of training in the category of “Recordkeeping” as required for participation in the CACFP in Massachusetts. It has been developed by Provider Resources, Inc. Some portions may pertain specifically to the policies of Provider Resources, Inc.

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Understanding the Home Review Form

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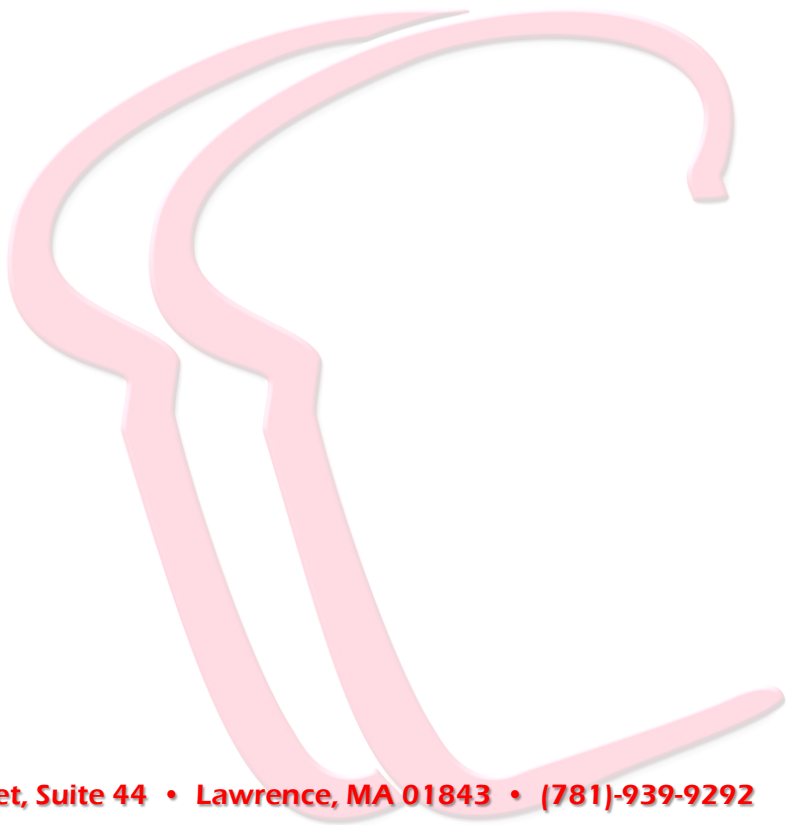
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INTRODUCTION

Have you ever wondered why you receive a Home Review several times each year? And why does your Monitor spend so much time reviewing the paperwork? What are they looking for? What can you do to achieve a better Review?

This home study is meant to inform each provider of the importance of their food monitoring review and its requirements. It will take you through each section of the Home Review sheet and give explanations as to why the information is important for your food program monitor to gather. It will also explain some common misconceptions about what the State will allow programs to do.

It is our hope that after reading this training material you will have a better understanding of the whole Home Review process and will be less frustrated by the requirements involved.



PAGE ONE**[Review Information Block]**

Date of Review: _____	1	2	3	UN	4WK	Arrival Time: _____	Departure Time: _____
Tier I <input type="checkbox"/>						Tier II <input type="checkbox"/>	Tier II with Income Eligibility Applications <input type="checkbox"/>

It is important that your food program monitor records an accurate date, arrival and departure time of your food review, and records the providers' current tiering status.

Explanation: Date and time of the food review must be accurately recorded on the review form to show that the monitor is performing food reviews within the required timeframes of the state requirements. The tiering information must be recorded at each review so that if a provider is currently tier 2, she has the opportunity to qualify for tier 1.

[Second block of information]

1. Name of Sponsor:	Agreement Number: _____ State Agency Site Number: _____
2. Name of Provider: Telephone Number: _____	Address: _____
3. Reviewer(s): _____	

It is important that your food program monitor records your name, site number, address, and phone number on the review form at each review.

Explanation:

It is important that your sponsor have accurate and current information with these items. If a provider moves to a new address or changes her phone number we must have current information.

Monitors perform unannounced reviews and need to be notified of any address change so that they do not go out to an incorrect address. Informing the office is also important in case office staff needs to reach a provider or mail out documents.

[Open Section]

4.	A copy of the permanent sponsor/provider agreement is on file at the provider's home.		<input type="checkbox"/> YES	<input type="checkbox"/> NO
5.	Annual enrollment update on file.		<input type="checkbox"/> YES	<input type="checkbox"/> NO
6.	License Information			
	Provider License #	Expiration Date:	Capacity:	Other:
	Assistant License#	Expiration Date:		

This section requires the monitors to see each provider's Permanent Sponsor/Provider Agreement and a copy of the Annual Enrollment Update at every food review that is performed.

The monitor must validate (see and compare information) that the providers childcare license and any assistant's licenses are kept current, they must note any changes.

Explanation:

According to federal requirements of the food program, providers must keep a copy of the Permanent Sponsor/Provider Agreement and Annual Enrollment Update on record because it contains their contractual information with the CACFP.

The Annual Enrollment Update also outlines their responsibilities and rights should a provider choose to terminate. This is a signed legal document on their status as a provider participating in the program. Providers should read it thoroughly before signing it to make sure that the information is correct and that they understand it. It is also a good idea for providers to review the information periodically to make sure that they are complying with what their agreement states. The Annual Enrollment Update is signed every year and provider must be able locate the copy for the year that the visit takes place.

[Attendance and Eligibility Charts]

First chart:

7. Complete the following chart. Include all children PRESENT regardless if claimed and all children ENROLLED .										
Hours of Organized Care:		Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Holiday Care: <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Breakfast/	<input type="checkbox"/> AM Snack/	<input type="checkbox"/> Lunch/	<input type="checkbox"/> PM Snack/	<input type="checkbox"/> Supper/	<input type="checkbox"/> Double Session					
Meal Observed:					Meal Service Time Observed:					

The first chart has all of the information regarding approved Sponsor/Provider Agreement selections (hours of care, days of operation, approval for holiday care and weekends, meals types that are approved, and double session). The monitor gathers this information from your Sponsor/Provider Agreement and their Review Worksheet.

Explanation:

It is very important that this information is kept current. If there are any changes to the original information, you must notify the monitor and/or the office so that changes can be made to your Sponsor/Provider Agreement. Providers must be pre-approved for holidays, weekend, and double sessions.

Second Chart:

ATTENDANCE AND ELIGIBILITY DATA						
Full Name of All Children Enrolled and All Children Present during the review	Age	Present	Enrollment Form	Provider's Own Child	Meal Participant	Meal Claimed
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
TOTALS						

The second chart in this section concerns the Attendance and Eligibility Data for your program. In this section your monitor will need to record the full names of all children present and/or enrolled including your own children that are of food program age. We also created an additional sheet for monitors to use with providers who have more than 12 children enrolled.

Explanation:

It is very important that all of the information is correct in this section as any discrepancy can present a problem with your claim. The monitor must record the ages of the children to make sure that providers are license compliant with adult/child ratios and that they are within licensing capacity.

The monitor will check off each child present at the meal. It is important that the provider's meal attendance for the reviewed meal matches what the monitor wrote on the review form. *Do not make changes to the meal attendance after the review is complete.* This will result in a disallowed meal!

The monitor will check if there is a current food program enrollment for each child on file at the providers' childcare. If there are children present who are not enrolled, the monitor will ask why they are not enrolled. Providers must offer the food program equally to all registered children. Parents may "opt out" if they do not want to participate, however they must still fill out an enrollment form and check off that they "opt out."

The monitor will look to see if any of the children are the providers' own children and if they qualify to be part of the claim.

The monitor will check off which children are participating in the meal observed and which children are claimed for at the review meal. It is very important that the provider make sure her meal count is accurate for the reviewed meal. The provider must not make any changes after the monitoring review is complete. Since meals must be served in the meal timeframes on the Sponsor/Provider Agreement, children who arrive late and are beyond the meal service time can't be claimed.

[Attendance and Eligibility Data Section]

ATTENDANCE AND ELIGIBILITY DATA		YES	NO	N/A	COMMENTS
8.	The observed meal was served at the approved, scheduled time. If "NO", the provider notified the sponsor of the change.				
9.	The provider is at/within licensed capacity.				
10.	The children in attendance and participating in the meal service have complete and current enrollment forms. If "NO", explain.				
11.	The meals claimed are served to children who are within regulatory age limits. If "NO", explain.				
12.	Meals served to the provider's own children are claimed only if the child is enrolled, eligible and other enrolled children are participating in the meal service. If "NO", explain.				
13.	The provider does not charge separately for meals. If "NO", explain.				

The statements in this section also deal with the Attendance and Eligibility Data. Monitors must look at the data that they recorded in the second chart of Section 7, analyze the data, your monitor may ask you some questions that require a response and she will check off either "Yes" "No" or "N/A."

Explanation:

The monitor will check to see if your mealtime is correct according to your current schedule. If it is not, she will direct you to update your information. It is important for providers to notify the office if they need to permanently change a meal or snack time.

The monitor will check license capacity. If a provider is over-enrolled, the excess meals will be blocked and not allowed to be claimed (providers must keep in mind that according to EEC State Regulations they must not be over-enrolled for their license capacity, thus the over capacity may need to be reported to EEC).

The monitor will ask to see all of your child enrollments. It is the providers' responsibility to keep current copies of child enrollments on site. If a provider is missing any copies of child enrollments they must call the office and request a copy be sent to them. If there is a child present and not enrolled, the monitor will ask you why they are not enrolled.

Providers must understand that the food program is a federally funded program and must be offered to all children regardless of race, color, national origin, age, disability, sex, gender identity, or religion.

The monitor will check to see if meals are only claimed for children who are within the programs regulatory age limit.

The monitor will check to see if the provider is eligible to claim for her own children. If a provider is eligible, then the monitor will check to make sure that the provider only claims for own children when an enrolled program child is present.

Lastly, the monitor will ask the provider if she charges parents separately for meals. Providers must not charge parents for meals/snacks since the provider is already part of the food reimbursement program.

If a provider is out of regulatory compliance with any of the above criteria the monitor must check "No" and write a comment on the reason, later it will be documented as a finding and discussed with the provider.



[Civil Rights Section]

CIVIL RIGHTS		YES	NO	N/A	COMMENTS
14.	The provider allows all children equal access to <u>child care</u> services and facilities regardless of race, color, sex, age, disability, or national origin. If “NO”, explain.				
15.	The provider serves meals to all enrolled children equally regardless of the child’s race, color, sex, age, disability, or national origin. If “NO”, explain.				
16.	The nondiscrimination Statement and complaint procedures are included in provider advertisements when referencing admissions and/or the CACFP.				

The statements in this section deal with the civil rights of the program. Providers must understand that because they accept reimbursement from the food program (a federally funded program), children must have equal access to all childcare services and facilities. This includes the food program and equal access to meal/snack service regardless of race, color, national origin, age, disability, sex, gender identity, or religion. In addition, because a provider chooses to be a part of a federally funded program, they must provide a Non-discrimination Statement/Complaint Procedures are included in any advertisements when referencing admissions and/or the CACFP.

Explanation:

This means that anything that you offer as part of your childcare program (Example, art classes, swimming lessons, early intervention, field trips, etc.) must be offered to all enrolled children equally.

It also means that all registered children must be offered and enrolled in the food program. Many providers state that they don’t enroll children until they turn 1 year old. This is discriminatory! You must offer the program to all parents! In the case of infants, you may elect the type of infant formula that you will supply and write it on the infant enrollment for the parent. If the parent of the infant does not like the kind of formula that you offer, the parent can “opt out” but still must fill out an enrollment and check off that they are “opting out.” Likewise, if a parent just wants to supply the formula and food for their own infant, they can do the same and “opt out.”

Your monitor will ask you if you include the non-discrimination statement and complaint process in any advertising that you do to gain new families in your program that references admissions and/or the CACFP. If you do any advertising you are required to add this statement, as per the federal requirement of equal access. Please note that the “Building for the Future” poster must be placed where parents can see it to properly meet this requirement.

[Health/Safety/Sanitization Section]

HEALTH/SAFETY/SANITATION		YES	NO	N/A	COMMENTS
17.	The refrigeration and freezer units are clean and maintained at required temperatures. Thermometer in all refrigeration & freezer units.				
18.	Food is properly stored in the refrigeration units and in dry areas.				
19.	Cleaning supplies and other toxic materials are safely stored out of the reach of children and away from food.				
20.	There is no evidence of rodent or insect infestation.				
21.	There are no obvious fire, health and/or safety hazards observed.				
22.	Food service was conducted in compliance with generally accepted health and sanitation practices.				
23.	The provider and children wash hands prior to food handling and eating.				

The statements in this section deal with Health/Safety/Sanitation. As a federally funded program we are required to check a providers food service area which includes where food is stored both cold foods and dry food goods, where cleaning supplies are kept, if there are any fire/health and/or safety hazards, if general sanitation practices are used and if there is hand washing practiced.

Explanation:

Your monitor must ask to look in your refrigerator and freezer. She is required to check the temperatures to ensure that food is stored at the proper temperatures. You are required to have a thermometer in both the refrigerator and freezer. She is also required to check the following:

1. Is the food properly covered to prevent cross-contamination of foods?
2. Is there any spillage that can breed bacteria?
3. Is there any beer or alcohol within reach of young children in the refrigerator (A provider may have it in their refrigerator but it must be in the back and unreachable to children).
4. Is there any medication within reach of young children in the refrigerator (Medicine must be stored in the back or in a drawer and unreachable to children).
5. If a provider has the correct milk type for all children enrolled for the claim.

Your monitor must ask to see where your dry food goods (crackers, cereal, can goods, etc.) are stored (including if open packages are stored in covered containers). Storing open packages in covered containers are required because it prevents the invitation of rodent or insect infestation in food. Dry good foods must be stored separately; they cannot be stored with towels, clothes, etc.

Your monitor must ask to see where you store toxic materials such as cleaning supplies, or chemicals. According to your EEC license these products must be stored in a locked cabinet. Please don't forget cleaning supplies that you also have in the bathroom, which is used for your childcare, make sure toxic materials are inaccessible there as well.

Your monitor will observe your food service area for any fire, health and or safety hazards and watch to see if you clean the following before food prep:

1. Does provider wash her hands before preparing food?
2. Does the provider clean the table prior to food service?
3. Does the food prep area (counter, cutting board, etc.) appear clean?
4. Does the provider have the children wash their hands before eating?

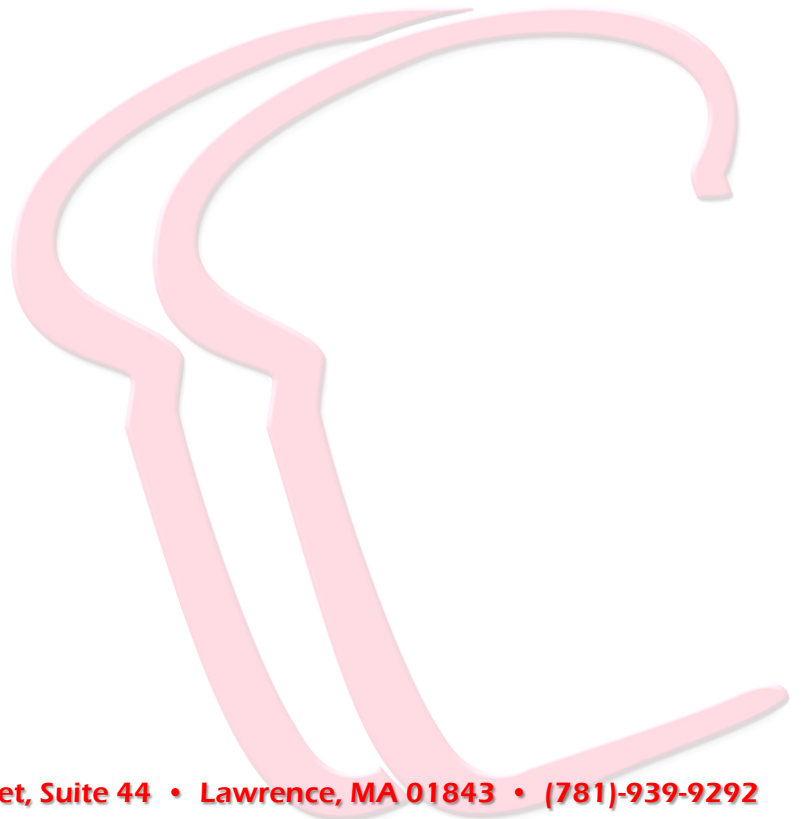
Providers, all of the above health and sanitization questions are required by the state because you perform food prep and feed children.

To put this into perspective...when you go out to eat in a restaurant you want to know that:

1. The person preparing your food has washed their hands.
2. That the food was stored at the proper temperature.
3. That the counters and table are clean for you.
4. That the food is not stored where mice can get at it.

Restaurants are visited by state health inspectors to ensure they are properly run and take efforts to prevent food-borne illnesses. Likewise, you are visited by your monitor to ensure state food program compliance. Additionally, during our state review you could be selected for a visit where the state reviewer accompanies your monitor to a food review.

It has been our experience that providers who are in the habit of practicing what is required of the food program on an everyday basis usually don't get cited for non-compliance if they are selected. Your 3 monitoring reviews each year are to help you establish good practice and meet the requirements.



[Sponsor Training/Monitoring Section]

SPONSOR TRAINING/MONITORING		YES	NO	N/A	COMMENTS
24.	List the date of the last sponsor conducted training session the provider attended:				
25.	The provider felt the sponsor training was helpful, and has implemented information provided. If "NO", explain.				
26.	The sponsor is responsive to the provider's questions and concerns. If "NO", explain				
27.	Provider recommendations for future training topics/needs or training improvement ideas are:				
28.	List problem(s) identified during the last review and determine if effective corrective action has been implemented. If "NO", explain.				

The statements in this section deal with your training requirements. When was your last training? Did you find it helpful? Is the Sponsor (either your monitor or the office) responsive to your questions about the program or concerns? Are there additional topics that you would like training on?

This section inquires whether the provider had any problems on the previous review, and if the provider did, was it corrected.

Explanation:

As part of the provider participation in the food program, the state requires each provider to take 6 hours of training per year. PRI annually offers two hours of nutrition training, two hours of health/sanitization training, and two hours of record keeping training to help providers meet this requirement. These trainings are available online for providers who have and use computers or in a paper version for providers who do not own or use computers.

A letter is sent out to providers in June informing them of their training hour's status, whether they are complete or if they are missing training in one of the categories.

If/when a provider has a non-compliance with a food program requirement during a food review (for example- no thermometer in the refrigerator) it is required that it be fixed within a reasonable amount of time. It will be checked at the next visit.

****Please note there are some non-compliance issues that require your monitor to go back out and do unannounced reviews within a 10-day period of your non-compliant review. This is a state requirement that we must follow and is in place to prevent fraud.**

[Tiering Method of Reimbursement]

TIERING METHOD OF REIMBURSEMENT		YES	NO	N/A	COMMENTS
29.	The provider was notified of reimbursement options: Tier I or Tier II. If it is a Tier II home, the provider requested the sponsor to collect income eligibility forms.				

[Day of Review-Observation of Meal Service Chart]

DAY OF REVIEW - OBSERVATION OF MEAL SERVICE					
30. Record the food items.					
1-12 Year Olds		Infants			
Meal Components	Food Item	Meal Components	Food Item		
			Birth - 3 Months	4 - 7 Months	8 - 11 Months
Milk		Iron Fortified Formula/ Breast Milk			
Meat/Meat Alternate		Meat/Meat Alternate			
Fruit or Vegetable		Fruit or Vegetable			
Fruit or Vegetable		Infant Cereal			
Bread/Bread Alternate		Other			
Other					

This section is where your monitor records what meal components you are serving to the children on the day and meal that your review is done. This will take place for children on the regular menu as well as the infant menu if you have infants.

Explanation:

Your monitor will make sure that what is written on your menu for the meal reviewed is the same foods actually served at the meal. Next, she will write down the same food that is served on her review form so that everything matches. The purpose of making sure that the food served matches the written documentation is to show that the provider prepares in advance what will be served to the children and completes her menu section properly.

Please keep in mind that your menu is a working document. This means that at the review meal, if needed, you will still have time to make any changes or adjustments on the meal components without being deducted.

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An explanation of this would be that you intended to serve apples with lunch but did not have enough, so you changed the fruit to peaches. You must make sure that you change the written menu from apples to peaches and your monitor would also write peaches on her food section of the review form.

[Day of Review-Observation of Meal Service Section]

DAY OF REVIEW - OBSERVATION OF MEAL SERVICE		YES	NO	N/A	COMMENTS
31.	The menu documentation corresponds to the meal observed. If "NO", explain.				
32.	The meal observed contains all required components. If "NO", list the missing components and describe technical assistance provided.				
33.	It appears that the required quantities of food items are prepared, available and served. If "NO", list the components prepared and served in insufficient quantities and describe technical assistance provided.				
34.	The observed meal provides a variety of colors, temperatures, textures, shapes, sizes and flavor. If "NO", explain.				
35.	The meal service occurs in a positive/pleasant environment. If "NO", explain.				
36.	Medical Statements are on file for all substitutions related to medical needs. If "NO", explain.				
37.	Provider maintains dated, documented menus on file. If "NO", explain.				
38.	Separate, daily, dated menus for infants are available and up-to-date at the provider's home, for all approved/claimed meals for the current month. If "NO", explain.				

The statements in this section deal with your compliance of the actual food service, menu/meal attendance documentation, what types of food was served, if there are any medical statements on file for food allergies, and if a provider maintains dated and documented menu's on file.

Explanation:

Providers are required by federal policy to have the "menu section" of their paperwork filled out prior to the actual meal service for a given meal or day.

Many providers fill out the menu section a week in advance and then use it to plan their food purchase list. This also allows the provider to plan ahead and post the menu for parents to see (*a federal requirement*). This helps parents to see what their children are eating in childcare so that they don't plan the same meal at dinner.

When you have a meal review your monitor will check your menu, watch the meal she is there to observe and write down what you served in this section of the review form. If your meal is missing a component that is

needed, she will discuss it with you and may allow you to add it prior to meal completion to make the meal acceptable. *Then make sure you write it on your menu for that meal!*

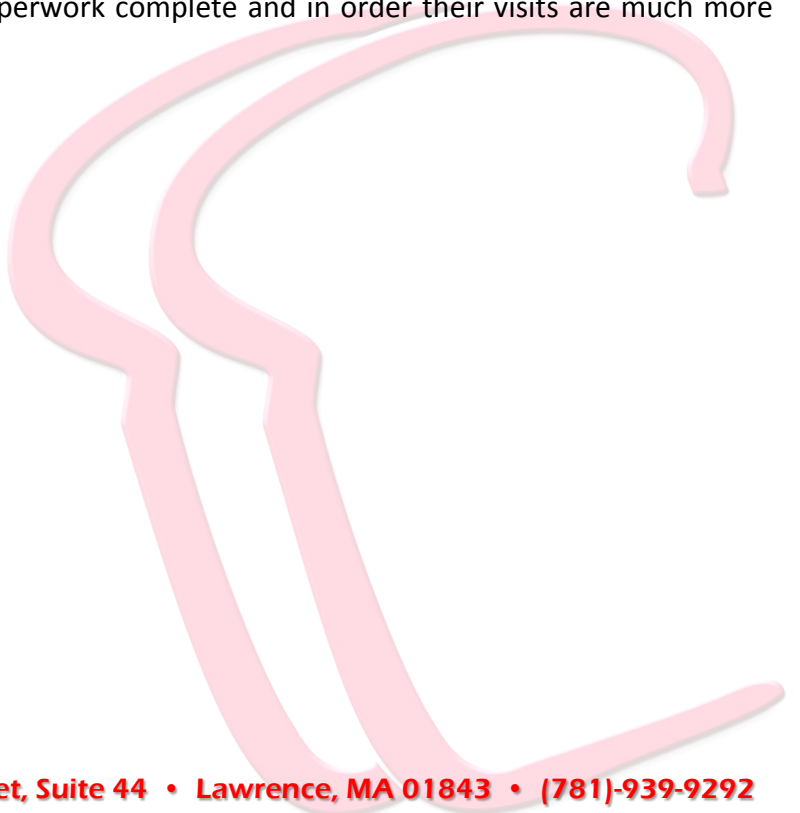
If what you are serving is different than what you wrote on the menu for the reviewed meal (Example- on your menu for a.m. snack you wrote in cheese sticks and apple slices but in the morning you realize that your husband ate the last two apples) your monitor will allow you to change your menu for that meal and add a different fruit).

****Please note-**Your monitor will ask to see your menus for the month that she is reviewing (Paper menus or computer). You must have them on site for her to review. If you do online menus and your computer is down, you must show her paperback-up meals and meal attendance from the point your computer was down to the date of the review.

If you did not write out your menus and keep meal attendance for any days or meals prior to the review visit, your monitor must disallow all of those meals from your claim. A monitor is not doing her job if she allows you to “Fill in and Finish” menus and meal attendance on days prior to the review day. We are sorry when providers lose money due to poor record keeping; however PRI also holds a state contract that has very specific requirements one of which requires us to block those meals.

Your monitor will check to make sure you are serving the require food quantities and that there is a good variety of foods on your menu. She will also look to see if mealtime is a positive environment for the children. We realize that mealtime is usually a very hectic time for providers and we will make every effort to work quickly but we do have a job to perform

****Please note-**when providers have all of their paperwork complete and in order their visits are much more effective and usually require less time.



[Day of Review-Meal Counts Chart]

DAY OF REVIEW - MEAL COUNTS		YES	NO	N/A	COMMENTS
39.	Is an accurate daily meal count taken? If not available for day of review, check prior day. If "NO", explain and describe the technical assistance provided.				

40. Day of Review Meal Count Is: _____

5-Day Reconciliation Worksheet for Family Day Care Homes
 Instructions: Enter the enrollment and attendance information in the first chart. Include the hours of care from the sign in/sign out sheet. Next, enter the meal counts for the previous 5 days in the second chart. Compare the number of meals served to the number of children in attendance for each meal. Note any discrepancies at the bottom of the page.

Child's Name:	Enrollment		Attendance**				
	Day(s)*	Usual Time in Care					
#1							
#2							
#3							
#4							
#5							
#6							
#7							
#8							
#9							
#10							
#11							
#12							
			Total				

*Days of the week the child attends day care
 **Write in the last 5 consecutive operating dates.

# Meals of Claimed						
Breakfast	AM Snack	Lunch	PM Snack	Supper	Eve Snack	
Date:						
Date:						
Date:						
Date:						
Date:						
Totals on Day of the Review						

Notes/Explain Discrepancies:

41. Does the meal count for the prior five days appear reasonable when compared to today's meal count? If "NO", obtain and record an explanation and the required corrective action.				
--	--	--	--	--

This chart requires your monitor to compare your EEC daily time in/out attendance for all registered children to your food program enrollments for the five days previous of your food review.

****Please note-** As a provider, are you aware that your EEC licensing requires you to maintain a daily time in/out for all children you have registered in your childcare program? If a child was hurt, got lost or in an emergency, you would need to present your daily time in/out attendance to your licenser, an investigator or other state official in the course of a complaint or an investigation. If you do not currently keep this type of attendance you must begin doing so right away, this is an EEC licensing requirement.

The second part of the chart requires your monitor to write down meal attendance for the previous 5 days of your food review then compare the totals of children attending to children claimed.

Your monitor will compare your previous five days of meal counts to the review meal that she is observing. If you have more than two children absent, she will ask you where they are and note the reasons in the Notes/Explain Discrepancies section below the charts. We understand that children get sick, go on vacation or simply spend the day with Grandma but we do need a reason. There are times when we need to contact parents to verify attendance schedules.

[Summary of Findings]

<i>SUMMARY OF FINDINGS</i>					
<i>Review Item #</i>	<i>Brief Description of Finding</i>	<i>Corrective Action (C.A.) Needed</i>	<i>C.A. Due Date</i>	<i>Follow-up Visit Date</i>	<i>Date Corrected</i>

Any non-compliance is called a "Finding." It is the place where your monitor will write down any problems with your visit.

Explanation:

If you have any non-compliances (Example-no thermometer, meal attendance not up to date, missing Sponsor/Provider Agreement, etc.) your monitor will write it down in this section.

She will also note what type of corrective action you must make in order to correct the problem and in some cases she will give you a due date to correct the problem by.

If the Finding is a more serious issue, it may require a follow-up visit or the start of a Serious Deficiency Process.

Program Compliance:

It is important that providers understand that by participating in the Child and Adult Care Food Program (CACFP) in which PRI, Inc. holds a Sponsor Contract they are agreeing that they will adhere to and practice the requirements of the program.

As such, when a provider does not follow the requirements there are penalties (Blocked claims & meals not able to be paid, Corrective Actions, and Serious Deficiencies). We do not enjoy imposing those penalties on providers but it is part of our Sponsor Contract that we will uphold the intent of the food program. Providers must understand that by participating in the food program, they are receiving a reimbursement through a federally funded program with strict requirements.

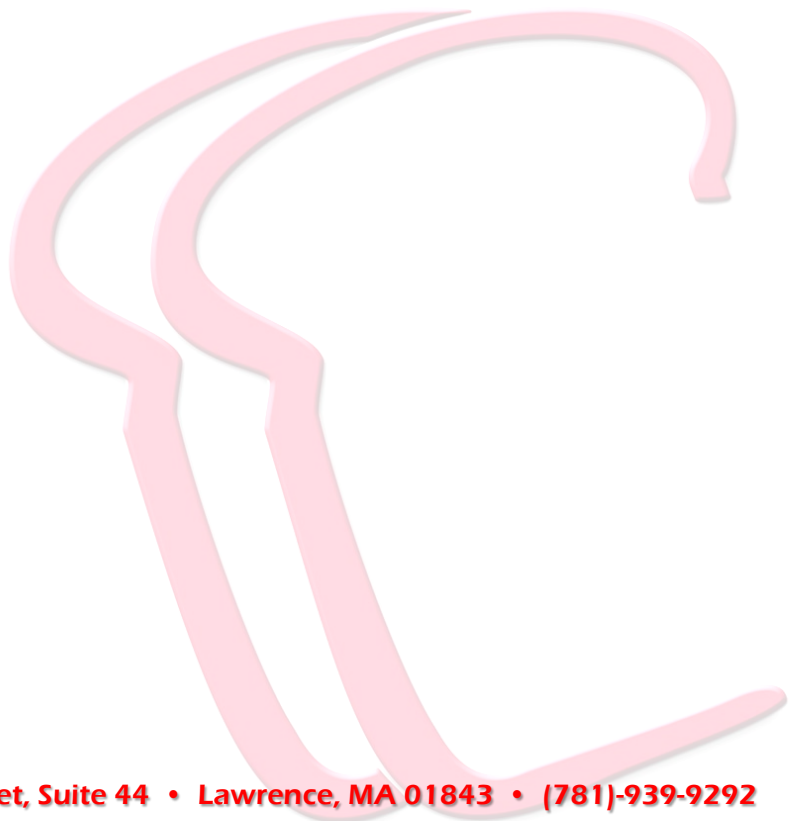
Serious Deficiency Process:

The serious deficiency process is a process where a provider's repeated non-compliance is documented in a formal letter that is sent to both the provider and the Department of Elementary and Secondary Education, Nutrition Department who oversees all food programs.

The provider has the opportunity for corrective action in a written letter explaining her non-compliance and how she will fix it. If her response is accepted all is fine and she must ensure that she will remain compliant.

If her response is not accepted she will have the opportunity for a hearing to state her case to a designated person (Hearing Official) who does not work for the food program. If the Hearing Official agrees with the provider all is fine and she can continue on with the program.

If the Hearing Official does not agree with the provider, the provider is notified and submitted for placement on the National Disqualification List for seven years. This means that a provider can't be on any food program, in any state in the Continental U.S.



POST TEST

Name: _____

Date: _____

Address: _____

Telephone #: _____

True or False-circle the correct answer:

STATEMENT	CIRCLE ONE
1. According to USDA food program regulation I am required to keep a copy of my Food Program Sponsor/Provider Agreement and the Annual Enrollment Update (Rights and Responsibilities Form) on site and accessible at every food review.	T or F
2. If I am over my license capacity my monitor is required to block the extra meals.	T or F
3. As a provider I can choose whether I want to enroll infants onto the food program.	T or F
4. If a parent chooses not to have their child participate on the food program I still must have them fill out an enrollment form and check off that they don't want to participate.	T or F
5. Before every meal/snack served a provider MUST wash her hands and have the children wash their hands.	T or F
6. I am required to take 6 hours of training per year for the food program; 2 hours in nutrition, 2 hours in food safety/sanitization, and 2 hours in record keeping.	T or F
7. A letter is sent out in June informing me of my training hour status. If I do not complete all of my hours before the end of September I am considered deficient which will start a serious deficiency process.	T or F
8. I am required to have the menu portion of my monthly claim paperwork filled out before the meal service begins for that day.	T or F
9. It is a federal requirement that my menus are posted either daily or weekly for parents to see.	T or F
10. I am required to have my meal attendance portion of my monthly claim paperwork filled out by the close of each business day.	T or F
11. Once my monitor has completed her visit and checked my paperwork, any changes that I make to my paperwork could create a problem with my claim.	T or F
12. There are some non-compliance reasons that would require my monitor to come back out to my program and do an additional review within a specified amount of time to check if I am back in compliance.	T or F

Multiple Choice-choose the correct answer:

STATEMENT

13.It is important that your food monitor check your child enrollments for the following reasons (check all that apply).

- ☐ a. To make sure that the information is complete.
- ☐ b. To make sure that the information correctly matches what is on the provider worksheet.
- ☐ c. To evaluate that the meals each child is enrolled for matches what the parent checked off on the enrollment
- ☐ d. All of the above.

14.My monitor must write my own child down on the review sheet even if I am not claiming for them for the following reasons (check all that apply).

- ☐ a. Providers own children younger than school-age count in license capacity.
- ☐ b. It will prompt my monitor to ask if I want to qualify for claiming them.
- ☐ c. Providers own children younger than 10 years old counts in license capacity during the summer months.
- ☐ d. All of the above

15.As a sponsor for the USDA food program we must check all food storage areas for the following reasons (check all that apply).

- ☐ a. Proper temperatures and cleanliness of the refrigerator/freezer.
- ☐ b. Any possible cross-contamination of foods.
- ☐ c. That cleaning supplies are kept in a locked cabinet.
- ☐ d. That dry foods are stored in closed containers

16.If my menus and meal attendance are not completed prior to the day of my food review, my monitor must block those undocumented meals and I cannot claim for them for the following reasons (check all that apply):

- ☐ a. USDA requires meal attendance be completed by the end of the business day.
- ☐ b. There is a possibility that I could send in an inaccurate claim for a child who really wasn't present for that meal.
- ☐ c. Maintaining my food program paperwork is a federal requirement when it isn't maintained I am considered non-compliant with my Sponsor/Provider Agreement
- ☐ d. My monitor is just being mean because she doesn't like me.

17. Food program paperwork whether bubble menus or online must be maintained on site and available for your monitor to view at the time of the meal review visit for the following reasons (check all that apply):

- ☐ a. To ensure program requirements are being met.
- ☐ b. To ensure accuracy in claim compared to attendance.
- ☐ c. To review meal pattern understanding and compliance.
- ☐ d. To make things difficult for the providers.

18. If I do online menus and my computer or internet goes down so that I can't complete my daily meal counts I ...(check all that apply).

- ☐ a. Should wait until my computer or internet is back up and working to enter my past daily claims.
- ☐ b. Can use my EEC attendance with time in/out as record of which children attended during the day.
- ☐ c. Must record on paper back-up the names of all children present, as well as which children were served each meal/snack for all of the meals and days that my computer was unavailable.
- ☐ d. Must make sure that when I do enter my menus and meal attendance it is exact and correct.

19. My food program monitor asks to see my EEC attendance, why is this important to keep (check all that apply).

- ☐ a. It is required as part of your EEC license regulations.
- ☐ b. The food program is required to compare your EEC attendance to your meal attendance for 5 days prior to your visit.
- ☐ c. It can protect providers if a child gets injured, if there is an emergency evacuation of the childcare home, or if there is an investigation of your program for any problem.
- ☐ d. All of the above.

20. If I am non-compliant with food program regulations I could be considered seriously deficient and could potentially lose the ability to claim on any food program. This serious deficiency process would require a series of steps that I must take to come back into compliance. Some non-compliance reasons for serious deficiency are (check all that apply):

- ☐ a. Menus and meal attendance not up to date at time of food review.
- ☐ b. Not notifying your monitor or the agency of being away from the childcare home during meal service.
- ☐ c. Claiming children who are not really present for a meal/snack.
- ☐ d. Claiming for more children than you are licensed for (you are over capacity for your license).