



## **Child Nutrition Program (CNP) Policies and Procedures**

The Delaware Child Nutrition Program (CNP) as a sponsor of the Child and Adult Care Food Program (CACFP) has put together this set of Policies and Procedures in order to outline program guidelines. Changes in policies or procedures will be updated as necessary.

### **Fiscal Year**

The fiscal year for the CACFP is October 1 through September 30.

### **Program Eligibility and Sign Up**

To be eligible to participate in the CACFP you must operate a Family Child Care Home and have a current DHS license or permit. Some tribes in Oklahoma have an agreement with State Licensing to provide relative care and a provider may also be eligible under those guidelines.

Family Child Care Home providers must sign with a sponsoring organization in order to participate in the CACFP in Oklahoma. Signing with a sponsor requires you to stay with that sponsor for one fiscal year, ending September 30<sup>th</sup> each year.

To maintain the integrity of the CACFP, the provider certifies that he or she has never been terminated from a publicly funded program (federal, state, or local) nor he or she has ever been convicted of fraud, anti-trust violations, embezzlement, theft, forgery, falsification or destruction of records, making false statements or claims, receiving stolen property, or obstruction of justice.

By signing to the program and submitting claims for reimbursement you acknowledge that you are receiving federal money and agree to follow all program guidelines, policies and procedures.

### **Claim for Reimbursement**

When a new provider signs to the program, they will be advised of the required sign up and daily paperwork necessary to begin the claiming process. Providers will not be eligible for reimbursement until ALL required sign up paperwork is received by the appropriate CNP office and your CNP representative has given you the go ahead to begin claiming.

Claim for reimbursement will consist of all daily paperwork (either handwritten records or computer generated) plus any added enrollment forms as required. Submission of monthly claims for reimbursement *MUST* be received at the assigned CNP office (Bartlesville or Ponca City) **NO LATER than the 5<sup>th</sup>** of the following claiming month. (Example: Providers will fill out daily paperwork for June

Should an emergency situation arise that prevents your claim from arriving to our office on time, you should contact your CNP representative to make arrangements to get the claim to our office as soon as possible.



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CNP staff will review the reasons for claims received after the 5<sup>th</sup> of the following claiming month. The Child Nutrition Coordinator will determine if the late claim will be paid. No more than 2 late claims per year will be paid for anyone.

Claims not submitted to the CNP office by the 20th of the following claim month will not be reimbursed at all.

Claims may be hand delivered to the appropriate CNP office or sent by:

- ~ Minute Menu on-line computer claiming
- ~ U.S. Mail
- ~ Express Mail

*Note: Faxes have proven to be too unreadable and unreliable to be effective for reimbursement. They can only be accepted in the event of an emergency and then we will not be responsible for recording errors in entering the information into our system.*

Meal claims will only be reimbursed for meals or supplements actually prepared, served and eaten at your Family Day Care Home. You **WILL NOT** be allowed to claim for meals as follows:

- ~ Meals or supplements not prepared and served at your home.
- ~ Meals or supplements eaten on a field trip or picnic.
- ~ Meals or supplements taken with an enrolled child at their departure of your facility.

### **Program Records**

Program record requirements are outlined in the CACFP Provider Training Manual.

### ***ALL paperwork must be filled out on a daily basis.***

We are currently using an on-line computer claiming program called Minute Menu for our providers who wish to utilize their computers. Minute Menu is an internet based application that allows providers to input daily records, cycle menus, enrollment forms and submit claims on-line.

It is the responsibility of the provider to make sure all paperwork is filled out properly, signed and turned in to the appropriate CNP office. This paperwork includes:

- DHS License or permit (updates as needed)
- Annual Enrollment Forms on all children (including provider's children if applicable)
- Daily Arrival and Departure
- Daily Record of Meals Served
- Daily Meals Served
- Daily Infant Meals Served (if applicable)
- Child Nutrition (CN) labels/product formulation statement (if applicable or as needed)
- Medical statements for dietary substitutions (if applicable or as needed)



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You may not fill out your paperwork in advance, it must be filled out day by day. This includes preprinted or handwritten menus in place of Menus As Served. During an on-site monitor review, any daily paperwork that has been filled out in advance will be disallowed for reimbursement.

The table below shows the paperwork required for the program as well as instructions specific to the method you are using.

### Handwritten Daily Forms

### Minute Menu

<i>Cycle Menus</i>	
<ul style="list-style-type: none"> <li>You must develop and follow a Cycle Menu for no less than 15 days and no more than 30 days.</li> <li>Your CNP representative must approve your Cycle Menu before you may begin using them, or if you choose to create a new Cycle Menu.</li> <li>When you begin serving, you must follow your Cycle Menu in sequence</li> </ul>	<ul style="list-style-type: none"> <li>On-line you must develop and follow a Menu Template (also called Cycle Menu).</li> <li>The Template can be up to 30 days but no less than 15 days.</li> <li>Menu Templates only allow you to enter foods that are creditable so it is easy to plan your meals.</li> <li>Providers are able to Schedule Meals for the coming month using the Menu Template.</li> <li>Your CNP representative must have a copy of your menus. It is easy to print from the Minute Menu Program.</li> </ul>
<i>Enrollment Forms</i>	
<ul style="list-style-type: none"> <li>Any child, including provider's own children, who will be on your claim for reimbursement must have an enrollment form correctly filled out and turned in to the CNP office before the provider can be reimbursed for that child.</li> <li>Enrollment forms on each child must be filled out by the parent. Provider sends the white copy to the CNP office and keeps the yellow copy for their files.</li> <li>Enrollment forms are to be filled out at the beginning of the new fiscal year in October or as the provider accepts new enrollment in their family child care home.</li> <li>When children are dropped from your family child care home during the current fiscal year, you must notify the CNP office by phone or in writing of the withdrawal date.</li> <li>New enrollments and withdrawals are due in the CNP office by the 25<sup>th</sup> of the month.</li> </ul>	<ul style="list-style-type: none"> <li>Any child, including provider's own children, who will be on your claim for reimbursement must have an enrollment form correctly filled out and turned in to the CNP office before the provider can be reimbursed for that child.</li> <li>Enrollment forms on each child can be printed out directly from the provider's computer. Provider will want to print two copies. Send one to your CNP representative and keep the other for your records.</li> <li>When the CNP office receives the enrollment form the child will be activated on the system and can be claimed at that point. We <b>MUST</b> receive your enrollment form before they can be claimed.</li> <li>Enrollment forms are to be filled out at the beginning of the new fiscal year in October or as the provider accepts new enrollment in their family child care home.</li> </ul>



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	<ul style="list-style-type: none"> <li>▪ Withdrawing children as they drop is as simple as clicking a button.</li> </ul>
<i>Arrival and Departure/Child Attendance Records</i>	
<ul style="list-style-type: none"> <li>▪ All enrolled children to be claimed must be signed in and out each time they enter and leave your family child care home</li> <li>▪ Children should be signed in as they arrive. You may round your time no more than 5 minutes.</li> <li>▪ If you have school children, you will use two columns side by side to record when they arrived at your home then left for school and then when they returned from school then left for the day.</li> <li>▪ All entries should be recorded using AM and PM to indicate the time of day. We cannot guarantee reimbursement for questionable recording of time if AM &amp; PM are not specified.</li> </ul>	<ul style="list-style-type: none"> <li>▪ All enrolled children to be claimed must be signed in and out each time they enter and leave your family child care home.</li> <li>▪ Each child you currently have enrolled will be automatically listed on your Minute Menu program.</li> <li>▪ You may want to keep a sign in sheet through the day and enter your times in only once during the day.</li> <li>▪ If you have school children or if you have a child that leaves and returns during the day record each time that child enters and leaves your facility.</li> <li>▪ When entering times on Minute Menu be sure to indicate if it is AM or PM otherwise the computer will use its own default.</li> </ul>
<i>Record of Meals Served</i>	
<ul style="list-style-type: none"> <li>▪ All enrolled children to be claimed must be listed with first and last names as well as their current age. (Once you get started the daily forms will have this printed for you.)</li> <li>▪ To record meals that were served put an “X” in the appropriate box. Fill in the box completely if the child received a 2<sup>nd</sup> shift meal.</li> <li>▪ You may claim no more than 3 meals per day, per child, up to your license capacity. This means that if you are licensed for 7 you may claim no more than 7 breakfasts, 7 lunches, etc. per shift for that day.</li> <li>▪ You are also only allowed to claim               <ul style="list-style-type: none"> <li>2 main meals (breakfast, lunch, supper) and 1 snack</li> <li>or</li> <li>1 main meal (breakfast, lunch, supper) and 2 snacks.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ All enrolled children will automatically be listed on your Minute Menu program.</li> <li>▪ To record meals that were served, simply click the box for the appropriate child.</li> <li>▪ Remember if you have 2 meal shifts you are will be required to make sure both meal times show up and click on the appropriate box. Record meals according to the first or second shift whichever is appropriate.</li> <li>▪ You will still need to keep track of your meal counts for license capacity. You are only allowed to claim up to your license capacity per meal shift and no more than 3 meals per child per day. You can claim               <ul style="list-style-type: none"> <li>2 main meals (breakfast, lunch, supper) and 1 snack</li> <li>or</li> <li>1 main meal (breakfast, lunch, supper) and 2 snacks</li> </ul> </li> </ul>
<i>Meals As Served</i>	
<ul style="list-style-type: none"> <li>▪ Providers are also required to record what you <i>Actually</i> served. This should correspond with your Cycle Menu.</li> </ul>	<ul style="list-style-type: none"> <li>▪ On Minute Menu this information will be on the same screen used to record meals.</li> <li>▪ You are required to fill out a Menu Template</li> </ul>



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<ul style="list-style-type: none"> <li>▪ Substitutions are allowed in moderation and must be clearly marked on this form recording what you <i>Actually</i> served.</li> <li>▪ You may use a highlighter to indicate your change or you can put an asterisk (*) next to your change.</li> <li>▪ Record only the meals that you are claiming for.</li> <li>▪ Meals Served may not be filled out in advance.</li> </ul>	<p>upon signing to the program.</p> <ul style="list-style-type: none"> <li>▪ After your Menu Template is complete you will schedule your meals in advance.</li> <li>▪ For meals that have been scheduled, the Minute Menu program will automatically ask you if you would like to use the scheduled meal.</li> <li>▪ If you have substituted your menu you can simply put in the meal substituted.</li> </ul>
<i>Infant Meals Served</i>	
<ul style="list-style-type: none"> <li>▪ This record is found on the back of your daily paperwork and will be used for each infant (birth thru 1 year) you serve.</li> <li>▪ In order to claim an infant they must be served an approved infant formula and you must follow the Infant Meal Pattern. You may claim whether you or the parent provides the formula. However, the provider must supply at least one of the meal components in order to be reimbursed when the infant begins cereal &amp; baby food.</li> <li>▪ Record the appropriate day the meal is served.</li> <li>▪ Fill out exactly what you served them. (Example Rice Cereal, Formula, Bananas) always remembering to follow your Infant Meal Pattern Requirements and your list of creditable formulas and foods.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Infant meals will be recorded in the same place you record your meals.</li> <li>▪ Simply click on the button at the top of the page that says infants.</li> <li>▪ All infants enrolled will be listed and you will click on the button to show attendance.</li> <li>▪ After that a screen will pop up for you to record their meals.</li> <li>▪ Be sure to fill your form out completely and follow Infant Meal Pattern Requirements.</li> <li>▪ Remember, to include the number of infants in your total meal count for that meal.</li> </ul>

### Disallowance of Meals

CNP staff will check monthly claims for reimbursement. Meals claimed that do not meet guidelines will be disallowed, meaning they will not be submitted for payment. Possible reasons for disallowance of meals would be:

- Claiming more than license capacity
- Claiming more than three (3) meals per day per child
- Not following DHS licensing standards when caring for children
- No enrollment form on claimed child
- Improper or missed sign in and sign out times of child
- Incomplete or missed days on the Daily records
- Claiming meals for children who are not present



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### **Payment of Claims**

Checks are deposited or mailed from the Bartlesville headquarters on the 22<sup>nd</sup> of the following claiming month. Checks will be mailed to the name and address listed on the W-9 form you filled out at program sign up.

If the 22<sup>nd</sup> of the month falls on a Saturday or Sunday, checks will be deposited or mailed the Friday before, barring any unforeseen problems.

*Checks are no longer available to be picked up due to a change in Delaware Child Development Program policies. ALL checks will be mailed to you.*

### **Monitor Reviews**

A CNP representative will conduct three (3) monitor reviews per fiscal year to assess compliance with meal patterns, record keeping, and other requirements. Of the three (3) monitors, at least 2 must be unannounced. Each review must include a meal analysis where children are present. Providers who are approved for weekend and/or late p.m. supplements must be monitored during those times.

Federal regulations now require us to do a 5-day reconciliation of your paperwork. All program paperwork must be made available to your monitor during a visit. If you do not have all of your paperwork at your home, your meals up to that point in the month will be disallowed.

If you are a home provider who uses the Minute Menu program to submit your claim, but are not able to record your entries daily as required, a handwritten form will be accepted at the time of the monitor. Please be careful that you are recording by hand each piece of information needed for daily claiming. This would be: In/Out times, Meals Served (or menu), Record of Meals served (who at what meal), and Infant Meals served. IF all of this information is not available meals with incomplete paperwork will be disallowed.

CNP representatives will have photo identification for your assurance they are a program employee. Monitor reviews are designed to ensure you are following program guidelines as described in the Training Manual and give you appropriate help in complying with those guidelines.

If you are found to be Seriously Deficient in any one (1) area designated by an asterisk on the monitor review form (refer to the Provider Training Manual) you will be required to submit a "Corrective Action Plan" to the CNP office and a follow up visit will be made.

Failure to submit the "Corrective Active Plan" will result in termination proceedings.

### **Provider Availability**

Providers will be responsible for contacting the CNP office when they will not be at their home during scheduled meal services. Contact us when you will be on vacation, are taking a field trip, or just decide to go out to eat a meal. Office numbers are: Bartlesville 918-337-6508, Ponca City



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918-337-6521. If your CNP representative is not there leave a phone message or have the person answering the phone give them a hand written message.

If a CNP representative arrives to do an on-site monitor and you are home but have no children present, we will proceed with the monitor, checking all but the actual meal service. We will then return on a day you do have children so that we may review your actual meal service and complete the monitor.

According to State guidelines it is no longer a Serious Deficiency when a provider is not home for a monitor during a scheduled meal service. However, in order to more efficiently run program operations and reduce expenses, it is the policy of our program to declare a Serious Deficiency if this happens twice within the same fiscal year. In other words you will be given one warning and if it happens again you will be declared Seriously Deficient.

### **Meal Services**

Due to inconsistencies in meal service claiming, we have been forced to develop a new rule as to scheduling and serving meals. This primarily pertains to Dinner/Supper, Late Evening Snack, AM Snacks, and weekends.

Beginning immediately, you must consistently serve a scheduled meal service. For instance, if you are scheduling a Dinner/Supper meal you will now be required to serve it and claim it just as you would a breakfast or lunch. The same goes for AM Snacks, Late Evening Snacks, and weekends.

You will no longer be allowed to serve meals as a convenience; they must be part of your regular service and will be treated as such. If you will not be serving a meal you are required to call the appropriate CNP representative and let them know you will not be serving that particular meal.

There will be no exceptions to this rule, so that we may be fair to all providers on the program.

### **Annual Training**

Providers are required to attend at least one annual training provided by CNP Staff during the current fiscal year. At this time, we offer trainings are held in Bartlesville, Ponca City and Stillwater. The CNP will try to have trainings several times a year on a variety of subjects that will benefit you in your business. You will be notified in advance of these meetings, their times and locations.

Since Annual Training is a program requirement, providers who do not attend at least one training will be declared Seriously Deficient for that reason and termination proceeding will begin per State Department of Education Guidelines.



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### **Civil Rights**

Providers must agree to serve all children the same meal at the same time. You may not forbid meals as a disciplinary action. USDA policy prohibits discrimination on the basis of race, color, sex, age, disability, or national origin.

Complaint Filing Procedures should contain the following:

1. Name, address and telephone number, or other means of contacted the complainant.
2. The specific location and name of the entity delivering the Program service or benefit.
3. The nature of the incident(s) or action(s) that lead the complainant to believe discrimination was a factor.
4. The basis on which the complainant believes discrimination exists. (race, color, national origin, sex, age or disability)
5. The names, titles and addresses of persons who may have knowledge the alleged discrimination.
6. The date(s) the alleged discrimination occurred, or if continuing, the duration of such actions.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410, or call (202) 720-5964 (Voice and TDD). USDA is an equal opportunity provider and employer

### **Additional Policies for CNP Staff**

#### **CACFP Conflict of Interest Employment**

The Delaware Child Development Program complies in accordance with Oklahoma State Department of Education policies regarding conflicts of interest.

1. CACFP staff is prohibited from engaging in outside employment that may conflict with CACFP responsibilities.
2. CACFP staff is prohibited from engaging in outside employment that could result in ethical jeopardy or conflict of interest in regard to the promotion and protection of the CACFP Program.

#### **Family Day Care Home Provider Recruitment**

The Delaware Child Development Program recruits CACFP In-Home Providers in accordance with Oklahoma State Department of Education policies. Further, the Delaware Child Development Program promotes “lifelong learning in safe and caring environments” and supports all Child Care Programs that “exist for the purpose of providing quality child care.”



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1. In-Home Providers, eligible for the CACFP Program, are recruited through the Oklahoma Department of Human Services, Child Care Home Licensing (DHS).
2. Radio, television, newsletters, brochures, “word-of-mouth” and community presence are continually promoting awareness about the CACFP Program and the Delaware Child Development Program as a Sponsor.
3. Child Nutrition Program representatives inform all interested providers about CACFP regulations, reimbursement rates, annual training and meal pattern requirements. Luring of providers is prohibited.
4. Providers are never pressured into CACFP participation with the Delaware Child Development Program.