




# NEW JERSEY DEPARTMENT OF AGRICULTURE DIVISION OF FOOD AND NUTRITION CHILD AND ADULT CARE FOOD PROGRAM


## TECHNICAL ASSISTANCE FORMS

The Child and Adult Care Food Program is supplying the enclosed forms to help you meet CACFP requirements as efficiently as possible. Using these forms and the Schedule A to report program changes (see Worksheet Schedule A Instructions) should reduce or eliminate the need for creating some of the required documents and composing several letters to the CACFP. Each submission must be identified with the sponsor name, agreement number and a dated signature of the person reporting the information. The Technical Assistance Forms may be found on the CACFP website at: <http://www.nj.gov/agriculture/divisions/fn/childadult/food.html#6>.

SUBMIT  
"At Risk" After  
School Care  
Program  
Only  



### ATTENDANCE ZONE VERIFICATION LETTER

Each sponsoring organization operating an "At Risk" After School Program must document that the School Age Child Care site is located in an area served by a school in which at least 50 percent of enrolled children are eligible for free or reduced price school meals. Provide the attached sample letter to your local school official to prepare on the school's letterhead and submit with your Child and Adult Care Food Program application renewal package.

Copy  
Complete &  
Submit with  
Program  
Changes  



### CHECKLIST FOR REPORTING ADMINISTRATIVE AND PROGRAM CHANGES FORM

Each sponsor must continue to report any program changes from what is listed on your current Schedule A within 10 days of the change. This form may be used to report all program changes to the Child and Adult Care Food Program office to include the type of food service operation. The Schedule A must also be used to report Participating Program changes. All items will result in some type of response from your program specialist; either a request for additional forms (e.g. Item 7) or perhaps an invitation to a workshop (e.g. Item 4). It is the sponsor's responsibility to review the Schedule A revision to verify if the CACFP office approved the change(s) requested.

Maintain  
on File  


### CIVIL RIGHTS DATA COLLECTION. PROCEDURES AND COMPLAINT FORMS


Sponsors must meet compliance with the Civil Rights Act of 1964, in that no person is excluded from participation in, denied the benefits of, or subjected to discrimination under the program on the grounds of race, color, national origin, sex, age, or disability. **The authorized statements above cannot be modified** and must be used in full without revision, etc. The full nondiscrimination statement should be on all forms and outreach materials that mention our programs. The enclosed **Civil rights data must be collected annually** and maintained on file for review by the CACFP. A Civil Rights Self-Assessment form is enclosed for your use.

Please  
Note!  


In order to assist you in providing the annual civil rights training, you may access the **FNS-Instruction 113-1** publication and other CACFP information by entering the following WEB address into the address box of your WEB browser:

<http://www.state.nj.us/agriculture/divisions/fn/childadult/food.html>

A **Civil Rights Requirements Power Point Presentation** is available for download on the New Jersey Department of Agriculture's website under the Division of Food and Nutrition in the Guides and Resources section.

Please  
Note!  


### FIELD TRIP POLICY (Child Care-Yellow Attachment; Adult Care – Orange Attachment)

The attached policy outlines the CACFP requirements for field trip meals. The Field Trip Certification is included on the Certification Page (Page 6) of the Sponsor Management Plan. This policy **MUST BE REVIEWED AND SIGNED BY ALL SPONSORS** to certify compliance with CACFP requirements when providing meals to enrolled participants on field trips, and claiming those meals for CACFP reimbursement. **Refer to highlighted areas for policy amendment regarding restaurants.**

The agency representative who signs the statement is certifying that the policy has been reviewed with staff and that staff have been sufficiently trained so that the requirements outlined in the policy will be met each time meals are served away from the facility as approved on the Schedule A.

## TECHNICAL ASSISTANCE FORMS *(con't)*

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### **HOUSEHOLD CONTACT POLICY**

Section 226.6 (m) (5) of the Child and Adult Care Food Program (CACFP) regulations require sponsors of facilities to conduct household contacts for cause. Cause is defined as, but not limited to, the submission of false information, failure to maintain adequate attendance, meal count and enrollment records, parental complaints, repeated irregularities in meal count, attendance records and outdated enrollment forms. Household contacts must be documented. Surveys may be mailed or conducted by telephone. We are providing the English and Spanish translations of the sample household contact survey with procedures to assist you in effort to conduct these household contacts. *This directive is not required of Adult Day Care, "At-Risk", Emergency Shelters, and Outside-School-Hours-Care agencies.*

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### **MEAL COUNT RECORD (STANDARDIZED AND REQUIRED FORM)**

State agencies shall consider claims for reimbursement not payable when an institution fails to comply with the record keeping requirements that pertain to records directly supporting claims for reimbursement. Meal counts records are the source documents, which must be maintained in order to claim meals for reimbursement. These records must not be confused with daily attendance records. Meal Counts Must Be Taken At The Point Of Meal Service on the attached required standardized meal count form designed by the state agency. Failure to maintain dated menus, attendance and meal counts are the equivalent to meals not served and will result in overclaim assessments.

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### **MEAL DURATION AND SERVICE TIMES POLICY**

This policy applies when scheduling meal times and when approval is granted for meals claimed for reimbursement in all day care facilities participating in the Child and Adult Care Food Program (CACFP), including those facilities that may operate multiple sessions for different participant groups with distinct time periods, within the same facility; and only applies to those meals being claimed for CACFP reimbursement. Any meals claimed to the CACFP that do not comply with these limitations shall not be reimbursed and the agency must absorb the costs associated with the meal.

#### **Reference: Time of meal service {226.20(k)}**

State agencies may require any institution or facility to allow a specific amount of time to elapse between meal services or require that meal services not exceed a specified duration. In addition, 7 CFR 226.25 provides that State agencies may establish additional requirements, provided that any such additional requirements are not inconsistent with the CACFP regulations.

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### **MONITORING FORM, PRE-APPROVAL VISIT FORM AND SAMPLE MONITORING SCHEDULE FORM**

Each sponsoring organization must ANNUALLY conduct the required number of monitoring visits for each site under its sponsorship. As part of its monitoring plan, a sponsoring organization must document that it will employ the equivalent of one full-time staff person for each 25 to 150 facilities it sponsors. § 226.15(d) requires sponsors to "devote adequate supervisory and operational personnel for management and monitoring of the Program" as a condition of sponsor eligibility and a key part of meeting compliance for "Administrative Capability." Note: an employee of a management company may not conduct monitoring visits. Reviews must be conducted at least 3 times a year for each facility with no more than 6 months apart. In addition, at least two of the three reviews must be unannounced and must include observation of a meal service. We are providing a sample CACFP Monitoring Schedule Form to assist in your efforts to implement this requirement.

Also, in accordance with § 226.16(d)(4)(i) and (ii), a reconciliation of meal counts for five consecutive days must be included as a part of each facility review (i.e., each review of a sponsored facility) conducted by a sponsor. The monitor should compare the facility's total enrollment to the daily attendance, to ensure that the number of children in attendance does not exceed the number of children enrolled or license capacity. If attendance does exceed enrollment, for any day or for any shift (if shift care is provided), the monitor

## TECHNICAL ASSISTANCE FORMS *(con't)*

must determine the source of the error (e.g., inaccurate attendance records, missing enrollment forms) before a five-day reconciliation can be completed.

Next, the monitor must compare the facility's total attendance to its meal counts, for any day or any shift (if shift care is provided). The monitor must review the five consecutive days of aggregate meal counts for each approved meal type, to ensure that meal counts do not exceed the number of participants in attendance on any day, or for any shift.

If meal counts and attendance cannot be reconciled, regulations § 226.16(d)(4)(ii) require the reviewer to "determine whether the establishment of an overclaim is necessary". The Child and Adult Care Food Program Monitoring Form has been revised to assist in your efforts to implement this requirement.

Implement  
&  
Maintain  
on File



### **REIMBURSEMENT OF INFANT MEALS IN THE CHILD NUTRITION PROGRAM / PARENT DECLINE POLICY**

Section 226.20 specifies that when infants from birth through 11 months participate in the program, an "infant meal shall be offered." Child Care Facilities and Family Day Care Homes participating in CACFP must offer program meals to all eligible children who are enrolled for care in their facilities. This form will be used by parents to indicate whether they will continue supplying the breast milk or infant formula and other infant meal components or if they will accept the items provided by the facility. A completed form must be on file for each infant regardless of whether the childcare facility will claim the meals for reimbursement or not. This notification must be prepared on your agency letterhead, distributed for completion by the infant's parent, and maintained on file.

SUBMIT



### **OUTSIDE EMPLOYMENT POLICY**

Each sponsoring organization is required to maintain an outside employment policy on file. The policy must restrict other employment by employees that interferes with an employee's performance of Program-related duties and responsibilities, including outside employment that constitutes a real or apparent conflict of interest. A sample copy is enclosed for your use to ensure program compliance.

Maintain  
on File



### **TRAINING DOCUMENTATION *(REQUIRED FORM)***

Sponsors are required to provide annual training for all staff involved with the Child and Adult Care Food Program. The trainings must be conducted after the receipt of the CACFP application and renewals. The attached form must be used. You may include or attach additional training documentation, but all training topics must be covered and the form must be completed to meet program compliance. Keep this completed form on file for review by the Child and Adult Care Food Program staff during administrative reviews.

SUBMIT



### **FEDERAL FINANCIAL ACCOUNTABILITY TRANSPARENCY ACT (FFATA)**

This information is required for approval. Sponsors must provide a DUNS number and System for Award Management (SAM) in order to complete the application renewal package. REFER TO MEMO #09-8. Your organization may already have a DUNS number. To determine if this number is current, consult your agency's business office, chief financial officer, grant administrator or authorizing official.

Each organization must obtain System for Award Management (SAM), and maintain a **current** SAM registration at all times during which it receives federal funding. (Annual renewal of SAM registration is required to remain active.)

*For detailed information on the SAM's and Step-by-step screen shots of the registration process, refer to the SAM or FAQs at: <https://www.sam.gov>, or contact:*

*Federal Service Desk (8am -8pm Eastern Time)*

*866-606-8220*

*DSN: 866-606-8220*

## TECHNICAL ASSISTANCE FORMS *(con't)*

SUBMIT  
for each  
For-Profit Center  
**ONLY**



### **PROPRIETARY LETTER OF CERTIFICATION** *(Sponsors Of Proprietary (For-Profit) Day Care Facilities Only)*

Sponsors of proprietary centers must demonstrate that each for-profit center participating in the Child and Adult Care Food Program:

1. provides nonresidential child care services for which it receives compensation from amounts granted to the States under title XX of the Social Security Act, and that
2. title XX child care beneficiaries constitute no less than 25 percent of enrolled eligible participants or licensed capacity, whichever is less.

Therefore, the Child and Adult Care Food Program requires that sponsors of proprietary (for-profit) center(s) annually certify that each center is in compliance with program requirements.

Maintain  
on File



### **CHILD AND ADULT CARE FOOD PROGRAM – PROGRAM APPLICATION**

Each sponsor must submit a program application with supporting documentation when additional sites/programs are added to your sponsorship.

Maintain  
on File



### **PERMANENT AGREEMENT BETWEEN SPONSORING ORGANIZATION AND THE DAY CARE FACILITY**

The Child Nutrition and WIC Reauthorization Act of 2004 (Public Law 108-265) provides for the use of permanent CACFP agreements between sponsoring organizations and a new facility added to its sponsorship that is legally distinct from the sponsoring organization, requesting to participate in the CACFP under the institution's sponsorship. In this arrangement, the sponsoring organization performs specified CACFP administrative tasks for the facility and assumes final administrative and financial responsibility with the New Jersey Department of Agriculture (NJDA) for CACFP operations at the facility. The agreement must be signed by the authorized representatives of the sponsoring organization and the facility.

“Facility” means the child care facility, adult day care facility, emergency shelter, outside-school-hours program or at-risk afterschool meal program facility that is legally separate from the Sponsoring Organization and enters into this agreement for the purpose of participating in CACFP under the auspices of the Sponsoring Organization. A public or private non-profit sponsoring organization may sponsor facilities that are public, private non-profit, or private for-profit. After both parties review and sign the agreement, the sponsoring organization and facility retain the original agreement on file. A private for-profit institution may not sponsor facilities that are legally distinct from the institution.

A facility is not required to participate in the CACFP under the sponsorship of another organization. A facility may apply directly to NJDA to participate in the CACFP as an independent facility that assumes final administrative and financial responsibility for CACFP operations.

Update and  
Submit



### **CACFP PERFORMANCE STANDARDS AND PROGRAM ACCOUNTABILITY**

The Board of Directors must ensure that the institution complies with CACFP Performance Standard (3) Program Accountability; institutions must have internal controls and other management systems in place to guarantee fiscal accountability and other CACFP requirements. All institutions must demonstrate they have internal controls in place and document they meet the required performance standards. For-profit institutions are not required to have a board, so the owner's ability to meet Performance Standard (3) must be documented. The attached handout briefly summarizes fiduciary duties that obligate all board members to serve the best interests of the institution.

Follow and  
Submit as  
Applicable



### **APPEAL PROCEDURES**

The purpose of the Appeal Procedures is to provide institutions the opportunity to contest an adverse action taken by the State Agency.