

CHILD AND ADULT CARE FOOD PROGRAM FAMILY DAY CARE TECHNICAL ASSISTANCE FORMS

Standard Child and Adult Care Food Program (CACFP) forms for Family Day Care (FDC) are enclosed for your use in the upcoming agreement year. **We are supplying these forms to enable you to meet annual FDC requirements as efficiently as possible.** Using these forms and the Schedule A to report institution changes (see Worksheet Schedule A Instructions) should eliminate the need for you to compose letters to the CACFP office. A separate cover letter with a Schedule A change, field trip request, or the checklist for reporting changes is **not** needed. Each form must be identified with the sponsor name, agreement number and a dated signature of the person reporting the information. It is the responsibility of the Sponsoring Organization to purge files of obsolete documents.

Only submit
as needed



ATTENDANCE ZONE VERIFICATION LETTER

Each sponsoring organization qualifying Tier I Providers with school data must document that the Provider's home 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. **Do not use if the entire school district is area eligible.** Provide the attached sample letter to your local school official to **prepare on the school's letterhead** and submit with your Family Day Care Food Program application renewal package.

Only submit
as needed



CHECKLIST FOR REPORTING INSTITUTION AND FACILITY 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 CACFP office. **The Schedule A must also be used to report enrollment and tiering changes.**

Maintain on
File



CIVIL RIGHTS DATA COLLECTION AND COMPLAINT FORM

Civil rights data **must be collected annually and maintained on file** for review by the CACFP. The enclosed collection form summarizes the annual requirements for your agency.

Maintain on
file!



FAMILY DAY CARE ATTENDANCE and MEAL COUNT RECORD FORM MENU EVALUATION CHECKLIST / FAMILY DAY CARE CHILD / INFANT MENU FORM

Each Provider must maintain records that directly support the claims for reimbursement, which include, but are not limited to, daily attendance/meal counts and daily dated menus. These records verify that the meal service complies with federal regulations and help assess training needs. Attendance and Meal counts must be recorded and individual menus must be maintained for all infants. Menu forms are updated to reflect the new meal pattern requirements. *There are two new infant menu forms: "birth through 5 months" and "6 months through 11 months.* Each template can hold up to six infants per page. The child menu was also updated to include identifying those participants with documented food allergies.

Maintain on
file!



FAMILY DAY CARE ELECTION OF REIMBURSEMENT OPTION FORM

Each Tier II home has three options for receiving reimbursement. Providers must elect one of these options annually.

Maintain on
file!



FAMILY DAY CARE HOME ENROLLMENT FORM AND ENROLLMENT SUMMARY INCOME ELIGIBILITY APPLICATION/PARENT LETTER (*English and Spanish*)

The Enrollment Form verifies that all children are enrolled in the Provider's home for day care and states that under the regulations of the Child and Adult Care Food Program, Providers may **not charge for meals.** Also, Providers may not ask parents to supply food for children to claim reimbursement under CACFP. These forms must be updated **annually** for all enrolled participants.

Only submit
as needed



FEDERAL ID LETTER

Each sponsoring organization must provide documentation as verification of their official name, address, and federal identification number on their agency letterhead. **Any changes in the name of your organization or banking information, you must register with the NJ START program at <https://www.njstart.gov/bsol>**

Maintain on
file!



HOUSEHOLD CONTACT

Each sponsoring organization must implement a household contact system. Refer to FDC Memo # 05-09 for the policy that specifies the circumstances under which household contacts must be made, and the procedures used in conducting household contacts.

Maintain on
file!



MONITORING FORMS (Pre-Approval form, Provider Review form, and Home Review form)

Public Law 106-224, the Agricultural Risk Protection Act of 2000, §§ 226.16(b)(1), 226.6(b)(18)(ii)(B), and 226.6(f)(2) of the interim rule require sponsoring organizations to “employ an appropriate number of monitoring personnel based on the number and characteristics” of the facilities operated by the sponsor.

Sponsoring Organizations must conduct pre-approval reviews and monitor the food service operation of each Provider to verify that the meal service complies with federal regulations and to assess training needs. Reviews must be conducted at least three times a year at each day care home. Of these reviews, at least two of the three visits must be unannounced. Of the two unannounced reviews, one must include observation of a meal service and the use of the long version of the home review form. These reviews may not be more than six months apart.

SUBMIT!



NATIONAL DISQUALIFIED LIST

Each Sponsoring Organization is required to implement the Seriously Deficient Process (SDP) for ongoing noncompliance, whether or not fraud is involved. This includes establishing corrective action deadlines, ensuring that the State Agency is carbon copied on all correspondences pertaining to the SDP, and informing the provider of his/her appeal rights. If determined by a Hearing Official that the provider is terminated for cause, the provider's information and the responsible principals & responsible individuals are then submitted to the State Agency to be placed on the National Disqualification (DQ) List. **Attached is a Prototype form to assist your agency in meeting this requirement.**

Maintain on
file!



NOTICE OF REIMBURSEMENT DEDUCTIONS

Each Sponsoring Organization is required to notify providers of any deductions being made to their monthly claim. **Attached is a Prototype form to assist your agency in meeting this requirement.**

Maintain on
file!



OUTSIDE EMPLOYMENT POLICY

Each sponsoring organization is required to submit to the CACFP office, all information required for its approval and the approval of the family day care facilities under its jurisdiction, including a copy of their outside employment policy. 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. **Attached Are Prototype Forms To Assist Your Agency In Meeting This Requirement.**

SUBMIT!



POLICY FOR PROVIDERS

Each sponsoring organization is required to develop and maintain a system to ensure providers are appropriately informed about program regulations governing the Family Day Care Food Program. **Attached is a policy outline to assist your agency in meeting this requirement.**

Only submit
as needed



PROVIDER APPLICATION AGREEMENT BETWEEN SPONSORING ORGANIZATION AND DAY CARE HOMES

Each sponsoring organization is required to submit the **original** Provider Application and a **copy** of the Agreement with other supporting documentation for each Provider submission.

SUBMIT!



PROVIDER SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP) CATEGORICALLY ELIGIBILITY LIST

Provider Food Stamp Program Categorically Eligibility List must be collected **annually** and maintained on file for review by the State Agency. **Prototype form and fact sheets are attached to assist your agency in meeting this requirement.**

Maintain on
File



TRAINING DOCUMENTATION FORM

Sponsors are also required to provide **annual** training for your administrative personnel involved with the Family Day Care Food Program. The trainings must be conducted **after** the receipt of this application. Written documentation of these sessions must be maintained on file. The training documentation form may be used to verify that the required training was conducted. **Keep this form on file** for review by the Child and Adult Care Food Program office staff during administrative reviews.

Action
Required



WOMEN INFANT AND CHILDREN (WIC)

WIC provides nutritious foods, nutrition counseling, and referrals to health and other social services at no charge to the participant. Each agency is required to inform providers and participants about WIC. **Attached is a fact sheet to assist your agency in meeting this requirement.**