



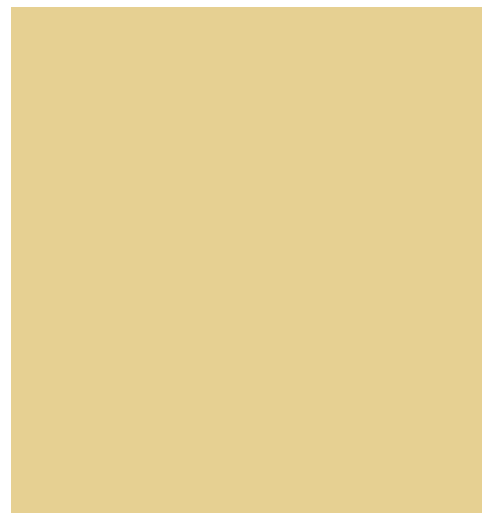
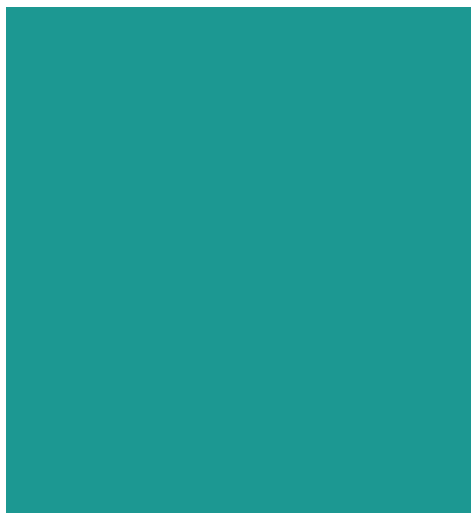
## Provider Handbook

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For our Nutrition Program  
and Family Child Care Homes

Updated July 1, 2019

[www.childlane.org](http://www.childlane.org)



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Dear Family Child Care Home Provider:

Thank you for your participation in the Nutrition Program sponsored by Child Lane. This program is part of the State of California's Child and Adult Care Food Program (CACFP), which is administered by the California Department of Education (CDE), Child Nutrition Services.

We look forward to working with you to ensure that the children in your care have healthy meals and snacks, that you are able to maximize reimbursements from CACFP, and that you receive training and other resources regarding nutrition, health, and safety. This Provider Handbook is your guide to successful participation in the Nutrition Program, including recordkeeping and other compliance requirements. The Provider Handbook also outlines how Child Lane can support your successful participation in this program.

We appreciate the challenges that you face running a Family Child Care Home, including preparing and serving well-balanced, nutritious meals in a safe and nurturing environment. We know that as a Family Child Care Home provider, you are the most important factor in influencing healthy eating habits among the children in your care, and that these habits will help set them on a healthy path from the early years through adulthood. We applaud your hard work and dedication to the children and families you serve.

Please do not hesitate to contact your Field Representative or Child Lane's Nutrition Program office at any time for any questions you may have regarding your participation in the Nutrition Program. Please refer to Page 30 of this Handbook for contact information.

Sincerely,

Ashley Jeff  
Nutrition Program Manager

## About the Child and Adult Care Food Program (CACFP)

The Child and Adult Care Food Program (CACFP) is a nationwide program designed to help licensed Child Care Centers and Family Child Care Homes (FCCH) serve nutritionally balanced meals and snacks to children in care.<sup>1</sup> Through CACFP, more than 4.2 million children receive nutritious meals and snacks each day as part of the child care they receive. Funded by the United States Department of Agriculture (USDA) and administered by the California Department of Education (CDE), Child Nutrition Services, the program provides assistance initiating and maintaining food service programs. All children are eligible without regard to race, national origin, sex, age, or disability.

### Provider Qualifications

FCCH providers may join the Nutrition Program if they provide child care and if they:

- Have a current license or a facility profile issued by Community Care Licensing to operate a FCCH;
- Have a qualified sponsoring organization or an "umbrella sponsor" such as Child Lane;
- Serve nutritious meals that meet the minimum meal requirements set by the USDA; and
- Keep accurate daily records of the number of meals and foods served.

### Eligibility

#### Children

In order for children to be considered eligible for the Nutrition Program, they must fall within one or more of the following categories:

- Children under 13 years of age who are not living in the provider's home.
- Children under 13 years of age who are living in the provider's home and are part of the family unit.
- Children under 13 years of age who are in Foster Care and have a Meal Benefit Form on file.
- Foster children's meals may be claimed when there is at least one child receiving services not living in the home and present for the same meal.
- Children under the age of 18 with disabilities.

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<sup>1</sup> CACFP also provides assistance to adult care institutions to ensure the health and wellness of older adults and chronically impaired disabled persons

### **Provider's Own Children**

In order for Child Lane's Nutrition Program to determine if a FCCH is eligible to claim reimbursement for meals served to their own child(ren), the FCCH provider is required to provide information on their household size and income. If the provider believes their child(ren) are eligible, they must complete, sign and return a Meal Benefit Form for the current fiscal year to Child Lane's Nutrition Program office immediately to receive reimbursement for their child(ren). The provider will be notified in writing within 30 days if the application has been denied.

The information that is provided is confidential and will be used only for eligibility determination and verification of data. The information in the application may be verified at any time during the year and deliberate misrepresentation of information may be subject to prosecution under applicable State and Federal laws. The provider will be asked to complete a new form in June/July of each year. Please note that a provider's own, foster, or residential children can only be claimed when there is a non-residential child receiving child care services present being served the same meal.

### **Child Enrollment Forms**

#### **Enrolling Children**

Every child attending a FCCH registered with Child Lane in its role as a CACFP Sponsoring Organization must be offered participation in the Nutrition Program. If the parent declines participation, the child must still have an Enrollment Form on file indicating non-participating and must also submit a Civil Rights Declination Form. These forms must be signed by the parent as proof that this child was offered participation in the Nutrition Program and voluntarily declined.

Enrollment Forms are required to be submitted for new children and annually for renewals. In addition to capturing important information about each child and family, this form notifies the parents or guardians that their child is to receive meals at no additional charge and that the meals will meet the nutrition standards of the Nutrition Program. It is the provider's responsibility to inform parents which meals their child(ren) will receive while in the FCCH's care.

In order for Enrollment Forms to be valid, the FCCH provider and the parent/guardian must sign and date the form. The date of the Enrollment Form must be on or before the date that the FCCH provider begins claiming the child's meals for reimbursement.

When enrolling a new child, please send the original Enrollment Form to Child Lane's Nutrition Program. Submit as soon as the child's information is entered in KidKare, and the FCCH and parent/guardian has signed the Enrollment Form. The child will now appear on the roster for the FCCH in KidKare. Make two copies of the signed Enrollment Form and give one copy to the parent or guardian and keep the second copy for your records. The FCCH cannot claim a child that is not enrolled in KidKare.

Before mailing the original Enrollment Form to the Nutrition Program office, please double-check for completeness and accuracy. The Enrollment Form must have the parent's correct address and phone number. If the parent did not indicate racial/ethnic information, please do so before mailing it. This information is required to provide demographic information on the children and families that the Nutrition Program serves to the State and Federal agencies that oversee CACFP.

The Nutrition Program will process the Enrollment Forms and store an electronic copy as back-up through Paycom, the Nutrition Program's Document Database.

### **Withdrawing Children**

If a child leaves the FCCH, please withdraw them from the roster in KidKare. The FCCH provider may also call the Nutrition Program office and the Claims Specialist will withdraw the child from the FCCH active list.

### **Returning Children**

If a child has been withdrawn from the FCCH roster and subsequently returns to care, the FCCH provider does not need to re-enroll the child into KidKare. Please call the Nutrition Program office so the Claims Specialist can reactive the child. Print the child's Enrollment Form and write down any changes made for the child, (i.e. meals, school schedule, drop-off times, etc.). The Enrollment form needs to be signed by the provider and parent/guardian and then submitted to the Nutrition Program office.

### **School-Age Children**

School-age children cannot be claimed for lunch or AM snack unless one of the following conditions are met:

- The child is sick and will be in care instead of going to school. This must be indicated on the child's calendar as "sick" or "no school." Please note that the FCCH must have an area to accommodate sick children.
- The school is temporarily closed and is not in session. These dates are required to be indicated on the child's calendar in KidKare.

- The child attends a private school that does not have a school lunch program and instead comes to the FCCH for lunch. This information must be recorded in KidKare each day and on the Enrollment Form.
- The child is off-track during that claim month, in which case the necessary adjustments must be made to the child's calendar. The FCCH provider must verify that AM snack and lunch are indicated on the child's Enrollment Form.

Sack lunches for school-aged children made by the FCCH provider to bring to school cannot be claimed for reimbursement.

When a child transitions from full-time child care to Head Start, kindergarten, or first grade, the FCCH provider is required to send an updated Enrollment Form so the adjustments can be made. Please document the new school schedule for each child and validate that the appropriate program (Head Start, kindergarten, or first grade) is also selected.

## **Meal Requirements**

The Nutrition Program's meal requirements are based on USDA guidelines and include the five food groups of meat/meat alternatives, whole wheat/whole grain (WW/WG) breads/grains, fruits, vegetables and milk.

### **Breakfast**

Breakfast must include WW/WG breads/grains, fruits or vegetables and milk. Please note that meat/meat alternate is optional and can be served up to 3 times a week.

### **Lunch/ Dinner**

Lunch and dinner must include the five food groups.

### **Snacks**

Snacks must contain two of the five food groups.

### **Water**

FCCHs are required to offer water to children throughout the day. Water does not need to be offered at mealtime and should never be served in place of milk. It is recommended that water is offered during snack time when there is no other beverage being offered. It is also recommended to offer water after or during physical activity, on extremely hot days, or on cold days when the air is drier.



### **Meal Time Policy**

Child Lane's monitoring hours start at 6am and end at 8pm. In order to claim meals, please insure your meal service hours fall within the above mentioned time frame.

Changes to meal service times must be received by the last day of the month to become effective the 1<sup>st</sup> day of the following month.

In order for meals to be creditable, a minimum of two (2) hours must elapse between a meal and a supplement (snack). If no snack is served, a minimum of three (3) hours must elapse between major meals (breakfast, lunch or dinner). Please follow the meal time guide below:

- Breakfast may start after 6:00 a.m. and must end by 9:00 a.m.
- AM Snack may start after 9:00 a.m. and must end by 11:00 a.m.
- Lunch may start after 11:00 a.m. and must end by 1:30 p.m.
- PM snack may start after 1:30 p.m. and must end by 4:00 p.m.
- Dinner may start after 4:00 p.m. and must end by 7:00 p.m.
- Evening snack may start after 6:00 p.m. and must end by 8:00 p.m.

You will only receive a reimbursement for a maximum of two (2) meals and one (1) supplement or one (1) meal and two (2) supplements per child, per day. You will not receive credit for any additional meals served.

### **Meal Patterns**

On the following pages are CACFP Meal Patterns by age group to assist with meal planning. Information is provided regarding serving size and food group by meal type. Contact the Nutrition Program Field Representative if there are any questions or if any of the following information is unclear.

## CACFP Meal Pattern for Infants 0-11 Months



United States Department of Agriculture

### Infant Meal Pattern

| Breakfast                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Birth through 5 months                                           | 6 through 11 months                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 4-6 fluid ounces breastmilk <sup>1</sup> or formula <sup>2</sup> | 6-8 fluid ounces breastmilk <sup>1</sup> or formula <sup>2</sup> ; and<br><br>0-4 tablespoons infant cereal <sup>2,3</sup><br>meat,<br>fish,<br>poultry,<br>whole egg,<br>cooked dry beans, or<br>cooked dry peas; or<br>0-2 ounces of cheese; or<br>0-4 ounces (volume) of cottage cheese; or<br>0-4 ounces or ½cup of yogurt <sup>4</sup> ; or a combination of the above <sup>5</sup> ; and<br><br>0-2 tablespoons vegetable or fruit or a combination of both <sup>5,6</sup> |

<sup>1</sup> Breastmilk or formula, or portions of both, must be served; however, it is recommended that breastmilk be served in place of formula from birth through 11 months. For some breastfed infants who regularly consume less than the minimum amount of breastmilk per feeding, a serving of less than the minimum amount of breastmilk may be offered, with additional breastmilk offered at a later time if the infant will consume more.

<sup>2</sup> Infant formula and dry infant cereal must be iron-fortified.

<sup>3</sup> Beginning October 1, 2019, ounce equivalents are used to determine the quantity of creditable grains.

<sup>4</sup> Yogurt must contain no more than 23 grams of total sugars per 6 ounces.

<sup>5</sup> A serving of this component is required when the infant is developmentally ready to accept it.

<sup>6</sup> Fruit and vegetable juices must not be served.

| Lunch and Supper                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Birth through 5 months                                           | 6 through 11 months                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 4-6 fluid ounces breastmilk <sup>1</sup> or formula <sup>2</sup> | 6-8 fluid ounces breastmilk <sup>1</sup> or formula <sup>2</sup> ; and<br><br>0-4 tablespoons infant cereal <sup>2,3</sup><br>meat,<br>fish,<br>poultry,<br>whole egg,<br>cooked dry beans, or<br>cooked dry peas; or<br>0-2 ounces of cheese; or<br>0-4 ounces (volume) of cottage cheese; or<br>0-4 ounces or ½cup of yogurt <sup>4</sup> ; or a combination of the above <sup>5</sup> ; and<br><br>0-2 tablespoons vegetable or fruit or a combination of both <sup>5,6</sup> |

<sup>1</sup> Breastmilk or formula, or portions of both, must be served; however, it is recommended that breastmilk be served in place of formula from birth through 11 months. For some breastfed infants who regularly consume less than the minimum amount of breastmilk per feeding, a serving of less than the minimum amount of breastmilk may be offered, with additional breastmilk offered at a later time if the infant will consume more.

<sup>2</sup> Infant formula and dry infant cereal must be iron-fortified.

<sup>3</sup> Beginning October 1, 2019, ounce equivalents are used to determine the quantity of creditable grains.

<sup>4</sup> Yogurt must contain no more than 23 grams of total sugars per 6 ounces.

<sup>5</sup> A serving of this component is required when the infant is developmentally ready to accept it.

<sup>6</sup> Fruit and vegetable juices must not be served.

| Snack                                                            |                                                                                                                                                                                                                                                                                                                                                      |
|------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Birth through 5 months                                           | 6 through 11 months                                                                                                                                                                                                                                                                                                                                  |
| 4-6 fluid ounces breastmilk <sup>1</sup> or formula <sup>2</sup> | 2-4 fluid ounces breastmilk <sup>1</sup> or formula <sup>2</sup> ; and<br><br>0-½ slice bread <sup>3,4</sup> ; or<br>0-2 crackers <sup>3,4</sup> ; or<br>0-4 tablespoons infant cereal <sup>2,3,4</sup> or ready-to-eat breakfast cereal <sup>3,4,5,6</sup> ; and<br><br>0-2 tablespoons vegetable or fruit, or a combination of both <sup>6,7</sup> |

<sup>1</sup> Breastmilk or formula, or portions of both, must be served; however, it is recommended that breastmilk be served in place of formula from birth through 11 months. For some breastfed infants who regularly consume less than the minimum amount of breastmilk per feeding, a serving of less than the minimum amount of breastmilk may be offered, with additional breastmilk offered at a later time if the infant will consume more.

<sup>2</sup> Infant formula and dry infant cereal must be iron-fortified.

<sup>3</sup> Beginning October 1, 2019, ounce equivalents are used to determine the quantity of creditable grains.

<sup>4</sup> A serving of grains must be whole grain-rich, enriched meal, or enriched flour.

<sup>5</sup> Breakfast cereals must contain no more than 6 grams of sugar per dry ounce (no more than 21.2 grams sucrose and other sugars per 100 grams of dry cereal).

<sup>6</sup> A serving of this component is required when the infant is developmentally ready to accept it.

<sup>7</sup> Fruit and vegetable juices must not be served.

## Infant Meal Planning

The CACFP Infant Meal Pattern is designed to satisfy the nutritional needs of infants up to one year of age. Review the Infant Meal Patterns carefully to determine the components required for each of the two infant age groups. Note the specific age groups that require iron-fortified infant formula and iron-fortified dry cereal.

## Age Groupings

The terminology used for age groupings helps avoid confusion and provides a clearer delineation of groups by months. The age groupings are:

- Birth through five (5) months
- Six (6) months through eleven (11) months

## Birth Through Five Months

Breast milk or iron-fortified infant formula is the only meal component required for the first six months. The minimum serving size for breast milk or infant formula is four (4) to six (6) ounces for snack, breakfast, lunch, and supper. Parents may bring in expressed breast milk or breastfeed their infant at any age

at the FCCH. Meals containing only breast milk may be claimed for reimbursement for infants in the birth through five-month age group. FCCH are required to provide one type of infant formula. Infant formula and infant cereal must be iron-fortified to be eligible for reimbursement. Indicate the type of Iron Fortified formula on the Enrollment Form.

Child Lane's Nutrition Program recommends that FCCH offer the type of formula that the infant's health care provider has suggested to the infant's parent/guardian. If the FCCH offers a different type of formula, the infant's parent may decline the offered formula, and supply another type that is iron-fortified. A Declining Provider's Infant Formula Form must be submitted.

### **Six Through Eleven Months**

The meal pattern requires that solid foods be introduced when the infant is developmentally ready. The following are some guidelines to help determine when an infant is ready for solid foods:

- Sits in a high chair with good head control
- Opens his or her mouth when food comes his or her way
- Watches others eat, reaches for food, and seems eager to be fed
- Transfers the food from the front of the mouth to the back and swallows
- Doubled his or her birthweight

FCCH should be in communication with the infant's parent/guardian to determine when the infant is developmentally ready for solids and should comply with the parent's/guardian's request. Solid foods that are served should be of an appropriate texture and consistency for the age of the infant. The meal pattern allows a range of amounts of foods to be served to best meet the needs of individual infants. Once the infant has been introduced to solid foods, it must be offered to the infant each meal.

If an infant is not able to eat or drink a component(s) required by the CACFP Infant Meal Pattern, a Medical Statement must be obtained from and signed by a recognized medical authority such as the child's physician. A copy of the Medical Statement must be on file. To obtain the necessary Medical Statement form, call the Field Representative or download it from Child Lane's website. On the website, forms can be found by clicking on "Forms, Trainings, and Online Resources" in the "Nutrition Program" section under "Our Programs" (<http://www.ccdlb.org/nutritious-meal-forms-and-resources>). Check the special needs section on the Enrollment Form and send it to the Nutrition Program office with the Medical Statement Form attached.

## CACFP Meal Pattern for Children 1-12



United States Department of Agriculture

### CHILD MEAL PATTERN

| Breakfast<br>(Select all three components for a reimbursable meal)                                        |                |                |                |                                                                                     |
|-----------------------------------------------------------------------------------------------------------|----------------|----------------|----------------|-------------------------------------------------------------------------------------|
| Food Components and Food Items <sup>1</sup>                                                               | Ages 1-2       | Ages 3-5       | Ages 6-12      | Ages 13-18 <sup>2</sup><br>(at-risk afterschool programs<br>and emergency shelters) |
| Fluid Milk <sup>3</sup>                                                                                   | 4 fluid ounces | 6 fluid ounces | 8 fluid ounces | 8 fluid ounces                                                                      |
| Vegetables, fruits, or portions of both <sup>4</sup>                                                      | ¼ cup          | ½ cup          | ½ cup          | ½ cup                                                                               |
| Grains (oz eq) <sup>5,6,7</sup>                                                                           |                |                |                |                                                                                     |
| Whole grain-rich or enriched bread                                                                        | ½ slice        | ½ slice        | 1 slice        | 1 slice                                                                             |
| Whole grain-rich or enriched bread product, such as biscuit, roll or muffin                               | ½ serving      | ½ serving      | 1 serving      | 1 serving                                                                           |
| Whole grain-rich, enriched or fortified cooked breakfast cereal <sup>8</sup> , cereal grain, and/or pasta | ¼ cup          | ¼ cup          | ½ cup          | ½ cup                                                                               |
| Whole grain-rich, enriched or fortified ready-to-eat breakfast cereal (dry, cold) <sup>8,9</sup>          |                |                |                |                                                                                     |
| Flakes or rounds                                                                                          | ½ cup          | ½ cup          | 1 cup          | 1 cup                                                                               |
| Puffed cereal                                                                                             | ¾ cup          | ¾ cup          | 1 ¼ cup        | 1 ¼ cup                                                                             |
| Granola                                                                                                   | ⅓ cup          | ⅓ cup          | ¾ cup          | ¾ cup                                                                               |

<sup>1</sup> Must serve all three components for a reimbursable meal. Offer versus serve is an option for at-risk afterschool participants.

<sup>2</sup> Larger portion sizes than specified may need to be served to children 13 through 18 years old to meet their nutritional needs.

<sup>3</sup> Must be unflavored whole milk for children age one. Must be unflavored low-fat (1 percent) or unflavored fat-free (skim) milk for children two through five years old. Must be unflavored low-fat (1 percent), unflavored fat-free (skim), or flavored fat-free (skim) milk for children six years old and older.

<sup>4</sup> Pasteurized full-strength juice may only be used to meet the vegetable or fruit requirement at one meal, including snack, per day.

<sup>5</sup> At least one serving per day, across all eating occasions, must be whole grain-rich. Grain-based desserts do not count towards meeting the grains requirement.

<sup>6</sup> Meat and meat alternates may be used to meet the entire grains requirement a maximum of three times a week. One ounce of meat and meat alternates is equal to one ounce equivalent of grains.

<sup>7</sup> Beginning October 1, 2019, ounce equivalents are used to determine the quantity of creditable grains.

<sup>8</sup> Breakfast cereals must contain no more than 6 grams of sugar per dry ounce (no more than 21.2 grams sucrose and other sugars per 100 grams of dry cereal).

<sup>9</sup> Beginning October 1, 2019, the minimum serving size specified in this section for ready-to-eat breakfast cereals must be served. Until October 1, 2019, the minimum serving size for any type of ready-to-eat breakfast cereals is ¼ cup for children ages 1-2; 1/3 cup for children ages 3-5; and ¾ cup for children ages 6-12.

| Lunch and Supper<br>(Select all five components for a reimbursable meal)                                                                                                                                                                                                                                 |                   |                   |                   |                                                                                     |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-------------------|-------------------|-------------------------------------------------------------------------------------|
| Food Components and Food Items <sup>1</sup>                                                                                                                                                                                                                                                              | Ages 1-2          | Ages 3-5          | Ages 6-12         | Ages 13-18 <sup>2</sup><br>(at-risk afterschool programs<br>and emergency shelters) |
| <b>Fluid Milk<sup>3</sup></b>                                                                                                                                                                                                                                                                            | 4 fluid ounces    | 6 fluid ounces    | 8 fluid ounces    | 8 fluid ounces                                                                      |
| <b>Meat/meat alternates</b>                                                                                                                                                                                                                                                                              |                   |                   |                   |                                                                                     |
| Lean meat, poultry, or fish                                                                                                                                                                                                                                                                              | 1 ounce           | 1 ½ ounce         | 2 ounces          | 2 ounces                                                                            |
| Tofu, soy product, or alternate protein products <sup>4</sup>                                                                                                                                                                                                                                            | 1 ounce           | 1 ½ ounce         | 2 ounces          | 2 ounces                                                                            |
| Cheese                                                                                                                                                                                                                                                                                                   | 1 ounce           | 1 ½ ounce         | 2 ounces          | 2 ounces                                                                            |
| Large egg                                                                                                                                                                                                                                                                                                | ½                 | ¾                 | 1                 | 1                                                                                   |
| Cooked dry beans or peas                                                                                                                                                                                                                                                                                 | ¾ cup             | ¾ cup             | ½ cup             | ½ cup                                                                               |
| Peanut butter or soy nut butter or other nut or seed butters                                                                                                                                                                                                                                             | 2 tbsp            | 3 tbsp            | 4 tbsp            | 4 tbsp                                                                              |
| Yogurt, plain or flavored unsweetened or sweetened <sup>5</sup>                                                                                                                                                                                                                                          | 4 ounces or ½ cup | 6 ounces or ¾ cup | 8 ounces or 1 cup | 8 ounces or 1 cup                                                                   |
| The following may be used to meet no more than 50% of the requirement:<br>Peanuts, soy nuts, tree nuts, or seeds, as listed in program guidance, or an equivalent quantity of any combination of the above meat/meat alternates (1 ounces of nuts/seeds = 1 ounce of cooked lean meat, poultry, or fish) | ½ ounce = 50%     | ¾ ounce = 50%     | 1 ounce = 50%     | 1 ounce = 50%                                                                       |
| <b>Vegetables<sup>6</sup></b>                                                                                                                                                                                                                                                                            | ½ cup             | ¾ cup             | ½ cup             | ½ cup                                                                               |
| <b>Fruits<sup>6,7</sup></b>                                                                                                                                                                                                                                                                              | ½ cup             | ¾ cup             | ½ cup             | ½ cup                                                                               |
| <b>Grains (oz eq)<sup>8,9</sup></b>                                                                                                                                                                                                                                                                      |                   |                   |                   |                                                                                     |
| Whole grain-rich or enriched bread                                                                                                                                                                                                                                                                       | ½ slice           | ½ slice           | 1 slice           | 1 slice                                                                             |
| Whole grain-rich or enriched bread product, such as biscuit, roll or muffin                                                                                                                                                                                                                              | ½ serving         | ½ serving         | 1 serving         | 1 serving                                                                           |
| Whole grain-rich, enriched or fortified cooked breakfast cereal <sup>10</sup> , cereal grain, and/or pasta                                                                                                                                                                                               | ¾ cup             | ¾ cup             | ½ cup             | ½ cup                                                                               |

<sup>1</sup> Must serve all five components for a reimbursable meal. Offer versus serve is an option for at-risk afterschool participants.

needs.

<sup>3</sup> Must be unflavored whole milk for children age one. Must be unflavored low-fat (1 percent) or unflavored fat-free (skim) milk for children two through five years old. Must be unflavored low-fat (1 percent), unflavored fat-free (skim), or flavored fat-free (skim) milk for children six years old and older.

<sup>4</sup> Alternate protein products must meet the requirements in Appendix A to Part 226.

<sup>5</sup> Yogurt must contain no more than 23 grams of total sugars per 6 ounces.

<sup>6</sup> Pasteurized full-strength juice may only be used to meet the vegetable or fruit requirement at one meal, including snack, per day.

<sup>7</sup> A vegetable may be used to meet the entire fruit requirement. When two vegetables are served at lunch or supper, two different kinds of vegetables must be served.

<sup>8</sup> At least one serving per day, across all eating occasions, must be whole grain-rich. Grain-based desserts do not count towards the grains requirement.

<sup>9</sup> Beginning October 1, 2019, ounce equivalents are used to determine the quantity of the creditable grain.

<sup>10</sup> Breakfast cereals must contain no more than 6 grams of sugar per dry ounce (no more than 21.2 grams sucrose and other sugars per 100 grams of dry cereal).



| Snack                                                                                                     |                   |                   |                   |                                                                                  |
|-----------------------------------------------------------------------------------------------------------|-------------------|-------------------|-------------------|----------------------------------------------------------------------------------|
| (Select two of the five components for a reimbursable snack)                                              |                   |                   |                   |                                                                                  |
| Food Components and Food Items <sup>1</sup>                                                               | Ages 1-2          | Ages 3-5          | Ages 6-12         | Ages 13-18 <sup>2</sup><br>(at-risk afterschool programs and emergency shelters) |
| <b>Fluid Milk<sup>3</sup></b>                                                                             | 4 fluid ounces    | 4 fluid ounces    | 8 fluid ounces    | 8 fluid ounces                                                                   |
| <b>Meat/meat alternates</b>                                                                               |                   |                   |                   |                                                                                  |
| Lean meat, poultry, or fish                                                                               | ½ ounce           | ½ ounce           | 1 ounce           | 1 ounce                                                                          |
| Tofu, soy product, or alternate protein products <sup>4</sup>                                             | ½ ounce           | ½ ounce           | 1 ounce           | 1 ounce                                                                          |
| Cheese                                                                                                    | ½ ounce           | ½ ounce           | 1 ounce           | 1 ounce                                                                          |
| Large egg                                                                                                 | ½                 | ½                 | ½                 | ½                                                                                |
| Cooked dry beans or peas                                                                                  | ⅓ cup             | ⅓ cup             | ¼ cup             | ¼ cup                                                                            |
| Peanut butter or soy nut butter or other nut or seed butters                                              | 1 tbsp            | 1 tbsp            | 2 tbsp            | 2 tbsp                                                                           |
| Yogurt, plain or flavored unsweetened or sweetened <sup>5</sup>                                           | 2 ounces or ¼ cup | 2 ounces or ¼ cup | 4 ounces or ½ cup | 4 ounces or ½ cup                                                                |
| Peanuts, soy nuts, tree nuts, or seeds                                                                    | ½ ounce           | ½ ounce           | 1 ounce           | 1 ounce                                                                          |
| <b>Vegetables<sup>6</sup></b>                                                                             | ½ cup             | ½ cup             | ¾ cup             | ¾ cup                                                                            |
| <b>Fruits<sup>6</sup></b>                                                                                 | ½ cup             | ½ cup             | ¾ cup             | ¾ cup                                                                            |
| <b>Grains (oz eq)<sup>7,8</sup></b>                                                                       |                   |                   |                   |                                                                                  |
| Whole grain-rich or enriched bread                                                                        | ½ slice           | ½ slice           | 1 slice           | 1 slice                                                                          |
| Whole grain-rich or enriched bread product, such as biscuit, roll or muffin                               | ½ serving         | ½ serving         | 1 serving         | 1 serving                                                                        |
| Whole grain-rich, enriched or fortified cooked breakfast cereal <sup>9</sup> , cereal grain, and/or pasta | ¼ cup             | ¼ cup             | ½ cup             | ½ cup                                                                            |
| Whole grain-rich, enriched or fortified ready-to-eat breakfast cereal (dry, cold) <sup>9,10</sup>         |                   |                   |                   |                                                                                  |
| Flakes or rounds                                                                                          | ½ cup             | ½ cup             | 1 cup             | 1 cup                                                                            |
| Puffed cereal                                                                                             | ¾ cup             | ¾ cup             | 1 ¼ cup           | 1 ¼ cup                                                                          |
| Granola                                                                                                   | ⅓ cup             | ⅓ cup             | ¼ cup             | ¼ cup                                                                            |

<sup>1</sup> Select two of the five components for a reimbursable snack. Only one of the two components may be a beverage.

<sup>2</sup> Larger portion sizes than specified may need to be served to children 13 through 18 years old to meet their nutritional needs.

<sup>3</sup> Must be unflavored whole milk for children age one. Must be unflavored low-fat (1 percent) or unflavored fat-free (skim) milk for children two through five years old. Must be unflavored low-fat (1 percent), unflavored fat-free (skim), or flavored fat-free (skim) milk for children six years old and older.

<sup>4</sup> Alternate protein products must meet the requirements in Appendix A to Part 226.

<sup>5</sup> Yogurt must contain no more than 23 grams of total sugars per 6 ounces.

<sup>6</sup> Pasteurized full-strength juice may only be used to meet the vegetable or fruit requirement at one meal, including snack, per day.

<sup>7</sup> At least one serving per day, across all eating occasions, must be whole grain-rich. Grain-based desserts do not count towards meeting the grains requirement.

<sup>8</sup> Beginning October 1, 2019, ounce equivalents are used to determine the quantity of creditable grains.

<sup>9</sup> Breakfast cereals must contain no more than 6 grams of sugar per dry ounce (no more than 21.2 grams sucrose and other sugars per 100 grams of dry cereal).

<sup>10</sup> Beginning October 1, 2019, the minimum serving sizes specified in this section for ready-to-eat breakfast cereals must be served. Until October 1, 2019, the minimum serving size for any type of ready-to-eat breakfast cereals is ¼ cup for children ages 1-2; ⅓ cup for children ages 3-5; and ¼ cup for children ages 6-12.



## **Milk**

The 2010 USDA Dietary Guidelines recommend that persons over two years of age consume fat-free (skim) or low-fat (1%) fluid milk. Therefore, fluid milk served in CACFP to participants two years of age and older must be: fat-free or low-fat milk, fat-free or low-fat lactose-reduced milk, fat-free or low-fat lactose-free milk, fat-free or low-fat buttermilk, or fat-free or low-fat acidified milk. Milk served must be pasteurized fluid milk that meets State and local standards, and may be flavored or unflavored. Whole milk and reduced-fat (2%) milk may not be served to participants over two years of age.

In the case of children who cannot consume fluid milk due to medical or other special dietary needs, other than a disability, non-dairy beverages may be served instead of fluid milk. Non-dairy beverages must be nutritionally equivalent to milk and meet the nutritional standards for fortification of calcium, protein, vitamin A, vitamin D, and other nutrients to levels found in cow's milk, as outlined in the National School Lunch Program (NSLP) regulations 7 CFR 210.10 (m)(3). Parents or guardians may now request in writing non-dairy milk substitutions, as described above, by requesting and completing a Milk Substitution Form. The written request must identify the medical or other special dietary need that restricts the diet of the child. The Milk Substitution Form may be submitted at any time that it is discovered that a child has an allergy to milk or milk products.

## **Bread and Grains**

The bread group provides mainly carbohydrates which are a good energy source, but also contributes fiber, protein, and some vitamins and minerals. Any food made from wheat, rice, oats, cornmeal, barley or another cereal grain is a grain product. Bread, pasta, oatmeal, breakfast cereals, tortillas, and grits are examples of grain products.

Grains are divided into two (2) subgroups, whole grains and refined grains.

**Whole grains** contain the entire grain kernel -- the bran, germ, and endosperm. Examples include:

- Whole-wheat flour
- Bulgur (cracked wheat)
- Oatmeal
- Whole cornmeal
- Brown rice

**Refined grains** have been milled, a process that removes the bran and germ. This is done to give grains a finer texture and improve their shelf life, but it also

removes dietary fiber, iron, and many B vitamins. Some examples of refined grain products are:

- White flour
- Degermed cornmeal
- White bread
- White rice

Most refined grains are enriched. This means certain B vitamins (thiamin, riboflavin, niacin, folic acid) and iron are added back after processing. Fiber is not added back to enriched grains.

The USDA now recommends that at least half of all the grains eaten should be whole grains. Therefore, half of the above amounts listed should be whole grains. Bread or an alternate must be served at breakfast, lunch, and dinner. Choices from the bread group are preferred to be whole grain products (e.g., whole wheat). Enriched or whole grain flour products are also creditable. If enriched or whole grain flour is not the first item on the list of ingredients on the label, it is not reimbursable. No credit will be given for cakes, pies, brownies, cupcakes, granola bars, corn chips, pretzels or tortilla chips. Note also that potatoes are vegetables, not a bread alternate.

### **Fruits and Vegetables**

Fruits and vegetables are an important part of any balanced diet and are to be considered their own components at lunch and supper. The meal pattern allows for two different vegetables to be served for lunch or supper to encourage further consumption of vegetables. The second serving of vegetables should be the same serving size as the fruit component when replaced.

Fruits and/or vegetables must be served for breakfast, lunch, and dinner. Juice is permitted as a choice at snacks only and no more than twice a week. All fruit and vegetable juices must be full strength (100% pure) juices such as orange, apple, grapefruit, grape, and pineapple. Check the label for the content of the juice, especially for canned juice. Frozen concentrates may be used if made according to the directions on the can.

If a product label reads “ade,” “aid,” “punch,” “drink,” “cocktail,” or “nectar,” it is not full strength juice and does not meet the program requirements. Even if the “ade” or “punch” is labeled “vitamin enriched,” it is not necessarily nutritious; these products are usually loaded with sugar.

### **Meat and Meat Alternates**

There are many ways to meet the protein requirement for the program. One is by serving meats, and another is by using meat alternatives. Certain red meat selections are high in fat and can also be one of the most expensive choices in this group. Poultry, lean meat, low-fat or reduced fat cheese, cottage cheese, and eggs are all less expensive sources of high-quality proteins.

Since this group is so important, a serving is required for lunch and dinner meals. It is also a possible selection at snack time and an encouraged “optional” food for breakfast meals.

Types of food in the protein group include:

- Red meats (all types)
- Lamb
- Veal
- Fish
- Poultry
- Yogurt<sup>2</sup>
- Dried beans or peas
- Cottage cheese
- Eggs
- Hard cheese
- Peanut butter, soy nut butter or other nut or seed butters<sup>3</sup>
- Peanuts, soy nuts, tree nuts or seeds<sup>4</sup>

## **Recordkeeping Requirements**

### **Menu Plan**

The FCCH provider is required to prepare a weekly menu plan at least one day prior to the start of the week and specify each food group component served within each meal. Any meals that do not contain all the required components cannot be reimbursed. Use the meal pattern charts (see pages 7 - 17) for information on the required components, serving size, and other details for meal planning based on the ages of the children being served. During the week, if any changes are made to the menu, note the changes immediately, as the menu plan must accurately reflect

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<sup>2</sup> Store-bought frozen yogurt brands do not meet any requirement.

<sup>3</sup> Because it is very difficult to meet minimum CACFP portion size requirements for peanut butter and other nut butters at lunch and dinner, they should be served in combination with another protein source.

<sup>4</sup> Nuts and seeds should not be given to children under 2 years of age due to the possibility of choking.

exactly what was served. The menu needs to be dated and posted in a location visible for parents, any State representatives, or a Field Representative.

### **Meal Counts**

After each child is served, record each meal served in KidKare and confirm the attendance is accurate before 11:00 p.m. each day. In order for meals to be creditable, that is, valid and eligible for reimbursement, the meals recorded in KidKare must be consistent with the information in the Enrollment Form. For example, if a child is served a morning snack and lunch each day, this must be reflected in the Enrollment Form. After meal counts and attendance are inputted into KidKare, click "submit." Once a claim is submitted no changes can be made. Child Lane's Nutrition Program staff are not allowed to "correct" or change any submitted claims. To submit a claim manually, record all of the above information on the Daily Meal Worksheet and mail or drop at the Nutrition Program office located at 2491 Pacific Avenue, Long Beach, CA 90806 by the 5<sup>th</sup> of the following month.

### **In/Out Times**

All of the children's in and out times are required to be entered into KidKare before 11:00 p.m. each day. In order for meals to be creditable, these times must be consistent with information in the Enrollment Form. For example, if a child arrives at 8:00 a.m. and departs at 1:30 p.m., this must be noted as their regular schedule on the Enrollment Form. As with the Meal Counts, to submit a claim manually, record this information on the Daily Meal Worksheet and mail or drop off at the Nutrition Program office located at 2491 Pacific Avenue, Long Beach, CA 90806 by the 5<sup>th</sup> of the following month.

### **Medical Statements**

Meals served to children who require special dietary accommodation due to a medical condition, such as food allergies, or who may require the omission of a meal component, may be claimed for reimbursement. A Medical Statement Form is required to be filled out by the parent or guardian, and completed and signed by a state-licensed healthcare professional. The information on the form should be updated accordingly to reflect the current and/or nutritional needs of the child.

### **Record Retention**

Copies of all records are required to be kept on site. Records include menus and types of foods served to enrolled children at each meal, the number of meals by type served to enrolled children, the number of enrolled children served at each meal, and the number of children in attendance.

Current program regulations also require records be retained for:

- The month in which meals were served, but a claim has not yet been submitted;

- The Federal Fiscal Year<sup>5</sup> (FFY) in which the last final claim was submitted; and
- The three FFYs prior to the current FFY.

If an adjusted claim is submitted that has not been paid, the month covered by the adjusted claim would not be considered the month that the last final claim was submitted, but rather, the month in which the adjustment was made.

To minimize storage concerns, it is only required that program records for the current month and the previous twelve months be maintained on site. Older records may be stored offsite as long as they are accessible within a reasonable time frame upon request. Records may be retained in either hard copy or electronic format, as long as the records are available for review.

## **Submitting Documentation**

All original documents requiring a parent/guardian signature must be mailed in or brought in to the Nutrition Program office by the last day of the claim month. If any documents are received after the last day of the claim month, credit will not be received for that month. These records include:

- |                                            |                                                                  |
|--------------------------------------------|------------------------------------------------------------------|
| • Enrollment Forms                         | • Medical Statement Forms                                        |
| • Meal Benefit Forms                       | • Meal Hours Form                                                |
| • Declining Participation Enrollment Forms | • Updated Enrollment Forms with changes for days, meals or times |
| • Annual Enrollment Renewals               |                                                                  |

## **Claim Validation**

Child Lane's Nutrition Program will conduct edit checks to validate the claims on a regular basis and/or during Field Representative visits. If the meal components are not consistent with those recorded by the Field Representative during the visit, the meal will be disallowed. If the number of children claimed is not consistent with the attendance on the day of the Field Representative's visit, the claim will be disallowed until attendance records are verified. It is the Nutrition Program's policy to conduct a Household Contact Verification to validate the children's attendance or any other information given by the provider.

## **Late Claim Policy**

Since attendance and menus must be recorded on a daily basis, they should be ready for submission on the last day of the month. Review each claim and check it for accuracy and completeness. All claims are required to be submitted electronically before 11 p.m. in KidKare on the last day of the month in order to arrive

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<sup>5</sup> The FFY is from October 1<sup>st</sup> to September 30<sup>th</sup>.

at the Nutrition Program office by the 1st. Claims received after the 1st day of the following month will be considered late. If processing a manual claim, the claim will need to be received at the Nutrition Program office by the 5<sup>th</sup> of the month following the claim month.

All information pertaining to the claim such as calendar annotations, doctor's notes, new enrollments, enrollment renewals, etc., are also due the last day of the claim month. If the last day falls on a holiday or a weekend, please submit all documents to the Nutrition Program office by the last Friday of that month. After business hours, documents may be dropped off at Child Lane's main office drop box located at 2545 Pacific Avenue, Long Beach, CA 90806.

Under extenuating circumstances and with approval from the Nutrition Program, a claim may be submitted electronically no later than the 5<sup>th</sup> calendar day of the month following the claim month. Extenuating circumstances may include the following: death in the family, hospitalization of the provider and/or members of the immediate family, emergency travel due to the illness of the provider's family, and closure of the FCCH due to other emergency situations.

## **Meal Reimbursement**

Reimbursements are calculated by multiplying the total number of meal type served to eligible children times the current reimbursement rates for meals. Reimbursement rates per meal and age group are determined by the USDA.

### **Tiering Determination**

The CACFP utilizes a Tier system to determine the level of reimbursement for each provider. Under the established reimbursement structure, reimbursement is based on the following:

- The location of the child care facility;
- The income of the child care provider; or
- The income of individual children's households.

### **Tier 1**

Qualification for Tier 1 reimbursement rates is based on school data, census data, or the income of the FCCH provider. In order to qualify through school data, at least 50% of children in the school district must be eligible for free or reduced lunch. To qualify through census data, at least 50% of the children living in the area must be members of households whose income meets the eligibility for free and reduced-price meals. To qualify through a provider's income, the provider must meet the income eligibility guidelines for free or reduced-price meals and the income is verified by Child Lane's Nutrition Program staff. Other means of qualifying under a

provider's income includes being a recipient of CalFresh<sup>6</sup>, CalWORKS<sup>7</sup> or other means-tested food or child care programs. Tier 1 reimbursements are higher than Tier 2.

## **Tier 2**

A Tier 2 Family Child Care Home is one that is located in an area that does not meet the 50% free or reduced price eligibility criteria, based on school data or census data, and the income of the FCCH provider exceeds 185% of the federal income poverty guidelines.<sup>8</sup> A Meal Benefit Form must then be distributed to the parents of the children enrolled in the FCCH to determine their individual income eligibility. Once income eligibility information is collected and reviewed by the Nutrition Program staff, Tier 2 FCCH providers will be informed of the number of enrolled children who are eligible for Tier 1 benefits, with the balance of the children to be reimbursed at Tier 2 rates. All income eligibility information is confidential and will not be shared with the FCCH provider.

## **Reimbursement Policy**

The reimbursement amount is based on the records that are submitted through KidKare each month. To dispute any disallowances, or if the FCCH provider believes a processing error has been made, please call the Nutrition Program office between the 18<sup>th</sup> and the 27<sup>th</sup> of the month following the claim month. The amount on the reimbursement report will be considered final if the Nutrition Program office is not contacted by the 27<sup>th</sup>. Payments will be processed once funds are received from the CDE.

The amount of the reimbursement may be less than expected because of disallowances due to any one of the following:

- More children are claimed than are allowed by the FCCH's license.
- Paperwork was incomplete during a site visit.
- Too many children under two years of age, which results in over-capacity by age group, a licensing violation.
- Meals did not meet all the meal requirements.
- A meal claimed on the Meal Count Record was not completed on the menu plan.
- Infant menu plans for any child under one year of age were not included.
- An Enrollment Form was not submitted by the deadline for a child claimed for that month.

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<sup>6</sup> The CalFresh Program is California's food stamp program, and is federally known as the Supplemental Nutrition Assistance Program (SNAP),

<sup>7</sup> The California Work Opportunities and Responsibility to Kids (CalWORKs) program is the California welfare implementation of the federal welfare-to-work Temporary Assistance for Needy Families (TANF) program that provides cash aid and services to eligible needy California families.

<sup>8</sup> The Nutrition Program Field Representative will assist in providing current income guidelines to determine eligibility.

- Claimed meals do not match the child's in and out times.
- Required documentation related to the claim (e.g. renewals, enrollment updates, etc.) were not submitted by the deadline.
- Other reasons not listed but determined by the Nutrition Program office to disallow the claim.

Child Lane's Nutrition Program staff is not permitted to make any corrections to the information submitted on a claim. The FCCH provider has the right to disagree with any disallowances, but reversal will only be made if the Nutrition Program staff made an error, not if the mistake was made by the provider.

If an incorrect reimbursement amount is received, please call the Nutrition Program office within two days of receipt of the direct deposit. If the direct deposit reimbursement does not appear in the provider's account as scheduled, notify the Nutrition Program office immediately.

Notify the Nutrition Program office of any changes in the routing and/or account number for the direct deposit. The FCCH provider may be charged up to \$25 by the payment processing company if a direct deposit is returned.

All providers complete a Direct Deposit Authorization Form that states that if an error is made, the provider authorizes the payment processing company to make the correction and deduct any fees from the account.

### **Reimbursement Payments**

CDE receives the Nutrition Program's agency-wide claim on the 10<sup>th</sup> of each month and has 45 days to issue payment. Child Lane's Nutrition Program is then required to pay providers within five (5) days of receipt of the State payment. Below is a payment calendar.

| Claim Month: | Payment Month: | Claim Month: | Payment Month: |
|--------------|----------------|--------------|----------------|
| January      | March          | July         | September      |
| February     | April          | August       | October        |
| March        | May            | September    | November       |
| April        | June           | October      | December       |
| May          | July           | November     | January        |
| June         | August         | December     | February       |

### **Home Visits**

Field Representatives are required to visit each FCCH within four (4) weeks of starting the Nutrition Program and a minimum of three (3) times during each consecutive 12-month period. Two (2) visits are unannounced and at least one (1) must include a meal observation. The third visit is announced and includes a



Nutrition Education activity or training. Additional training visits may be scheduled by each Field Representative.

Home visits serve several purposes. They allow the Field Representative and the FCCH provider to build a strong partnership by sharing nutritional ideas, clarifying program requirements, confirming program compliance and discussing any other issues of concern.

When a home visit is conducted during a meal time, the Field Representative is required to observe the meal service and note if it meets the program requirements. The Field Representative will observe if children were offered all required meal components and that enough food was available to meet the minimum required amounts. If the meal does not meet the program meal requirements, the Nutrition Program is required to disallow reimbursement for that meal. The Field Representative will provide technical support to avoid future disallowances and will also conduct a follow-up visit to observe another meal.

Each Field Representative will always compare the number of children in the FCCH at the time of the visit to the number of children claimed on a regular basis. There may be times when the number of children in the FCCH might vary. The Field Representative will ask about the absences and expect the meal count to show the variation. The Field Representative may conduct a follow-up visit to observe the number of children in attendance.

The area where meals are prepared and served will also be observed for sanitation and food storage as an unclean kitchen is a breeding place for germs and food that is not properly stored can cause illness. Every effort must be made to keep the meal preparation and service areas maintained to CAFCP standards to ensure the health and safety of the children.

The Field Representative will ask each FCCH provider to show them labels for typical food items served such as whole wheat grains, 100% juice, fresh fruits, and fresh vegetables.

At every home visit, the Field Representative will also ask to see program records such as Enrollment Forms, attendance documents, and all menu records. These records must be maintained on a daily basis and accurately reflect the menu, the number of children, the in/out times, and the meals being served.

## **Compliance Policies**

### **License Capacity and Shifts**

During the monitoring visit, the Field Representative will also look at the number of children being claimed versus the approved licensing capacity. The attendance will be verified against the children enrolled in the program and any other children

present at the time not yet enrolled. The FCCH provider must adhere to the Community Care Licensing requirements at all times. Any observed violations will be reported to Community Care Licensing.

### **Notification of Provider Absence from Home**

Please notify the Nutrition Program staff at least one week in advance of any intended absences from home. If the provider is not at home when the Field Representative comes to visit, she/he will expect that an assistant will permit them or State representatives to conduct the visit the same as if the provider were present. If the FCCH is open, but no children attended on a particular day, the provider must indicate "Closed" on the KidKare calendar as soon as possible. The provider may also inform the Field Representative that there will not be a claim submitted on this day. If the calendar does not show the closure, it will appear that the provider is behind on paperwork and not meeting the daily recordkeeping requirements.

According to CDE Management Bulletin 06-208 released March 2006, if the Nutrition Program conducts an unannounced visit and there is no one at home, or the FCCH is closed, the provider may be disallowed for the meals for all children during the visit time.

### **Moving Policy**

If there are plans to relocate the FCCH, the Nutrition Program office must be notified of these plans including a moving date. Once the FCCH is licensed at the new site, email or fax a copy of the new license to the Nutrition Program office to reinstate the FCCH. A Child Lane Field Representative will conduct a visit to the new day care home. Eligibility for meal reimbursement will be held until reinstatement is completed.

### **Transfer Policy**

FCCHs may participate in any CACFP Food Program. Per CDE Regulations, however, a provider may only transfer to another Food Program Sponsor once every 12-month period. If a provider wants to transfer to another Food Program because of dissatisfaction with Child Lane's Nutrition Program, the Nutrition Program office must be notified, and the issues reviewed directly with the Nutrition Program Manager. Staff will make every effort to work out any difficulties and challenges. If the problem is not resolved and a transfer to another Food Program is the best solution, the following steps must be completed:

- The FCCH must verify that the sponsor is available to accept the transfer.
- Submit a completed Provider Drop/Transfer Form to Child Lane's Nutrition Program at least two weeks in advance of the desired transfer date.

- Once the form has been received by the Nutrition Program, staff will complete the office section and return it to the provider. A copy will be sent to the State when the FCCH is officially dropped from Child Lane's Nutrition Program.
- The provider must forward a copy of the form to the new sponsor, who will then submit the form to the State when they add the FCCH requesting transfer to their roster.
- Once Child Lane's Nutrition Program has officially notified the State, it is up to the new sponsoring Food Program to complete their process in officially enrolling the FCCH.

### Inactivity Policy

Under certain circumstances, a FCCH provider may request to be temporarily placed on inactive status. These include any one of the following:

- There is a temporary emergency (health issues, death in the family, serious illness, etc.).
- There is a scheduled vacation.
- There are no children enrolled, and no claim will be submitted.
- A relocation is in progress and the FCCH must wait to get licensed in the new location.
- Personal reasons for choosing not to submit a claim.
- Other reasons not stated here that will prevent claiming meals on a daily basis and submitting the claim according to rules stated in the Nutrition Program agreement.

After 90 consecutive days of inactivity, the provider will receive a two-weeks' notice that the Sponsor/Provider agreement will be terminated.

If any of the above situations change and the provider wishes to be re-signed, the provider may contact the Nutrition Program office at any time to discuss reinstatement into the Nutrition Program.

### Holiday Policy

Child Lane's Nutrition Program will not reimburse meals claimed on a major holiday. These are usually days that children spend with their own families and Child Lane is closed and Nutrition Program staff cannot verify service. The following days are considered major holidays according to Child Lane's policies and procedures:

|          |                                                                          |
|----------|--------------------------------------------------------------------------|
| January  | New Year's Eve, New Year's Day, and<br>Martin Luther King Jr.'s Birthday |
| February | Presidents' Day                                                          |
| May      | Memorial Day                                                             |

|           |                                                             |
|-----------|-------------------------------------------------------------|
| July      | Independence Day                                            |
| September | Labor Day                                                   |
| November  | Veteran's Day, Thanksgiving, and the day after Thanksgiving |
| December  | Christmas Eve and Christmas Day                             |

### **Parent Notification Policy**

Child Lane's Nutrition Program is required to verify that the provider informed all of the parents about the Nutrition Program. The parent information handout given at the time of the provider's enrollment in the Nutrition Program must be posted in the FCCH in a visible location. A copy must also be provided to the parents of all the children that are receiving care. Child Lane's Nutrition Program or the State may conduct random parent verifications by phone in order to verify that all parents have been informed of the program and help guarantee that no child is excluded from participating in the Nutrition Program.

### **Annual Training Policy**

Child Lane's Nutrition Program is required by the State to conduct annual training for the providers enrolled in the program. The CACFP Second Interim Rule states that "all day care home providers must be trained before participation in the CACFP and annually after that."

### **KidKare Messages**

Memos and reminders from the Nutrition Program are sent via e-mail through the KidKare Message Center. Providers are responsible for checking messages daily to ensure that any important updates are not missed.

### **Serious Deficiency**

Under the guidance of the CDE, Child Lane's Nutrition Program is required to operate in compliance with Federal rules and regulations due to the USDA's funding of the CACFP. The Nutrition Program is committed to ensuring that providers follow these regulations and are aware of what constitutes a Serious Deficiency that could lead to the termination of a CACFP agreement and placement on the National Disqualified List for seven years.

Field Representatives conduct monitoring visits in compliance with Child Lane's agreement with the CDE and the USDA. Each month, staff contact parents of enrolled children on a random basis to verify enrollment and accuracy of meal count records. Additionally, parent surveys and/or other means of enrollment verification may be conducted.

If, during a monitoring visit, the Field Representative identifies findings and in examining the severity and frequency of the findings determines that the findings do not rise to the level of a Serious Deficiency described in 7 CFR Section 226.16(l)(2), the Field Representative must document in their monitoring report the finding(s) and what corrective actions must be taken to resolve the finding(s).

If it is found that a provider is ineligible for any meals for which a claim has been submitted and reimbursed, the provider is liable to repay the Child Lane Nutrition Program for those meals. The provider may also be suspended or terminated from the Nutrition Program.

Meals will be disallowed, and the Serious Deficiency process will be undertaken under the following circumstances. Child Lane's Nutrition Program staff may also recommend termination under certain circumstances.

| ACTION                                                                                                                                                                                                                                                                                                                | CONSEQUENCES                                                                                                       |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|
| Enrollment Forms: <ul style="list-style-type: none"> <li>• Unverifiable enrollments</li> <li>• Enrollments completed or signed by someone other than parent/ guardian</li> <li>• Enrollments not completed or signed by parent/guardian within the same month of claim</li> <li>• Missing Enrollment Forms</li> </ul> | <ul style="list-style-type: none"> <li>• Meals will be disallowed</li> <li>• Serious Deficiency Process</li> </ul> |
| Incomplete paperwork for more than two (2) days                                                                                                                                                                                                                                                                       | <ul style="list-style-type: none"> <li>• Serious Deficiency Process</li> </ul>                                     |
| Non-compliance with Licensing Regulations: <ul style="list-style-type: none"> <li>• Consistent "over claiming" (more meals or children than licensed capacity)</li> <li>• Consistent claiming of more infants than the license allows</li> </ul>                                                                      | <ul style="list-style-type: none"> <li>• Serious Deficiency Process</li> </ul>                                     |
| Claiming meals for own children (when no children being provided child care services are present)                                                                                                                                                                                                                     | <ul style="list-style-type: none"> <li>• Meals will be disallowed</li> <li>• Serious Deficiency Process</li> </ul> |
| Claiming meals which are packed for school lunches                                                                                                                                                                                                                                                                    | <ul style="list-style-type: none"> <li>• Meals will be disallowed</li> <li>• Serious Deficiency Process</li> </ul> |
| Altering the child care license (capacity, dates, address)                                                                                                                                                                                                                                                            | <ul style="list-style-type: none"> <li>• Propose Termination and Disqualification</li> </ul>                       |
| Claiming meals that were not served or children who were not in care                                                                                                                                                                                                                                                  | <ul style="list-style-type: none"> <li>• Propose Termination and Disqualification</li> </ul>                       |
| Claiming simultaneously on two Food Programs                                                                                                                                                                                                                                                                          | <ul style="list-style-type: none"> <li>• Propose Termination and Disqualification</li> </ul>                       |

|                                                                                                                                                      |                                                                                            |
|------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|
| Refusing entrance into the Family Child Care Home for a scheduled or unscheduled monitoring visit by Nutrition Program staff or State representative | <ul style="list-style-type: none"> <li>Propose Termination and Disqualification</li> </ul> |
|------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|

Other reasons that might lead to termination include, but are not limited to any one of the following:

- Meal Count and Menu Records are incomplete, not up to date, or unavailable.
- Sanitation practices not adequate.
- Meals are incomplete (not all components included).
- Failure to complete the annual online training.
- Consistently submitting the claims after the 1st of the month deadline.

### **Disqualifications**

Once the provider agreement is terminated for cause, Child Lane's Nutrition Program must inform the CDE. The CDE or its Food Nutrition Services Regional Office sends the provider's name to the Federal Food Nutrition Services Headquarters. The provider is placed on the National Disqualified List making the provider ineligible to apply for a CACFP. A provider's name may be removed from the National Disqualified list after seven years if all Serious Deficiencies are permanently corrected and/or debts are paid. If the provider's debt is not paid after seven years, the provider will remain on the National Disqualified list indefinitely or until the debt is paid.

It is the responsibility of the CDE to evaluate the provider's request to be removed from the list. The provider shall bear the burden of documenting all successful corrective actions.

### **Determination of Serious Deficiency - 226.16(i)(1)(2)**

Child Lane's Nutrition Program will determine that a provider is seriously deficient if one or more of the following reasons are present:

- Submission of false information on the application for participation in the Nutrition Program;
- Submission of false claims for reimbursement;
- Simultaneous participation under more than one sponsoring organization;
- Noncompliance with the CACFP meal pattern;
- Failure to keep required records;
- Conduct or conditions that threaten the health or safety of the children in care or public health and safety;
- A determination that the provider or employees of the provider have been convicted of any activity that indicated a lack of business integrity that occurred during the past seven years;
- Failure to participate in training; and/or

- Any other circumstance related to the nonperformance under the Sponsor/Provider Agreement as specified by the sponsoring organization or the state agency.

#### **Notice of Serious Deficiency - 226.16(i)(3)(i)**

After the determination of serious deficiency, Child Lane must send a notice of Serious Deficiency to the provider that contains the following information:

- The specific serious deficiencies;
- The action needed to correct the deficiencies;
- The time given for the corrective action (not to exceed 30 days);
- That the determination of serious deficiency is not subject to an administrative review (appeal);
- That the failure to fully and permanently correct the deficiencies will result in the issuance of a Notice of Proposed Termination and Disqualification of the Family Child Care Home's agreement and the FCCH; and
- That the voluntary termination of the provider's program agreement after being notified of the Serious Deficiency determination will still result in the formal termination of the program agreement and placement of the Family Child Care Home and its principals on the National Disqualified List [7 CFR 226.16(1)(3)].

#### **Provider Corrective Action - 226.16(i)(ii)&(iii)**

A Corrective Action will result in either:

- The deferral of the Serious Deficiency determination, if the Corrective Action is timely and successful; or
- The proposal to terminate the provider's program agreement, if the Corrective Action is not timely and successful.

#### **Notice of Intent to Terminate - 226.16(i)(iii)**

The Notice of Intent to Terminate must include the following information:

- The provider's right to an administrative review or appeal of the termination;
- The provider may continue to participate in the CACFP and receive meal reimbursement until the administrative review is concluded;
- The sponsor must immediately terminate the provider's agreement and disqualify the FCCH and its principals from participation in the CACFP for seven years, if the sponsor's intent to terminate is upheld by the administrative review;
- Termination of the provider's agreement will result in the provider's termination for cause and disqualification; and
- A provider's voluntary termination of the program agreement after receipt of the Notice of Intent to Terminate will still result in placement on the National Disqualified List.

#### **Administrative Review - 226.6 (i)**

The administrative review or appeal process is as follows:

- The procedures must be the same for all FCCH providers;
- The provider may retain legal counsel or be represented by another person;
- The provider may review the basis for the Serious Deficiency determination and refute the determination in writing or request a hearing;
- The administrative review official must be independent and impartial, meaning that the person must not have been involved in the Serious Deficiency determination or have a personal or financial interest in the review outcome;
- The review official must make a decision based upon the information provided by the sponsor and the provider and the appropriate federal and state laws, regulations, policies, and procedures;
- The review official must inform both Child Lane's Nutrition Program and provider as to the timeframe for a decision; and,
- The decision is the final administrative determination to be afforded to the provider. If the decision is in favor of the provider, the Serious Deficiency determination will be rescinded. If the decision is in favor of Child Lane's Nutrition Program, the Nutrition Program must immediately terminate the provider's program agreement and disqualify the provider from future CACFP participation for seven years. The Nutrition Program must also inform the CDE of the provider's termination and disqualification. The CDE will inform the USDA of Child Lane's Nutrition Program action so that the provider may be placed on the National Disqualified List.

#### **Suspension of Family Child Care Home - 226.16(i)(4)**

The interim regulations also allow for the immediate suspension of a FCCH's entire operations if the sponsor or an outside agency determines that the facility's continued operation is a threat to the health and safety of the children in care or the public at large. At the same time, the sponsor must take action to terminate the provider's program agreement. Child Lane's Nutrition Program must inform the provider that the provider's program agreement has been suspended, that the provider's FCCH has been declared Seriously Deficient, and that the sponsor intends to terminate the provider's agreement for cause. The notice will:

- Inform the provider of the right to an administrative review;
- Specify the Serious Deficiency or Deficiencies;
- Inform the provider that program payments will be suspended until the conclusion of the administrative review;
- Inform the provider that if the suspension is overturned as a result of the administrative review, the provider may be reimbursed for the eligible meals served during the suspension;



- Inform the provider that the termination of the agreement will result in the placement of the FCCH and the provider on the National Disqualified List; and
- Inform the provider that the voluntary termination of the agreement will still result in termination for cause and disqualification.

In addition, suspected child abuse, presence of firearms, no adult supervision and/or possession of illegal drugs are violations that may immediately lead to contacting Child Protective Services or Police.

### **Appeal Process**

If a provider has been terminated for cause or convenience, they may appeal the decision.

### **Non-Discrimination Statement**

In accordance with Federal civil rights law and the U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.), should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form(AD-3027), found online at "[How to File a Program Discrimination Complaint](#)" or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call 866-632-9992. Submit the completed form or letter to USDA by:

- 1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410
- 2) Fax: 202-690-7442
- 3) E-mail: [program.intake@usda.gov](mailto:program.intake@usda.gov)

Child Lane, inclusive of the Nutrition Program, is an equal opportunity provider.

## Contact Information

Child Lane's Nutrition Program office is open Monday-Friday, 8:30 a.m. to 5:00 p.m. Messages may be let on the voicemail system before or after business hours and calls will be returned on the next business day.

| Nutrition Program Office |                                                       |
|--------------------------|-------------------------------------------------------|
| Address                  | 2491 Pacific Avenue, Suite #2<br>Long Beach, CA 90806 |
| Phone                    | 562-361-4950                                          |
| Fax                      | 562-361-4955                                          |
| Website                  | <a href="http://www.ccdlb.org">www.ccdlb.org</a>      |

| Administrative Staff    |                                     |                                                          |
|-------------------------|-------------------------------------|----------------------------------------------------------|
| Name                    | Position                            | Email                                                    |
| Ashley Jeff             | Nutrition Program Manager           | <a href="mailto:ashley@ccdlb.org">ashley@ccdlb.org</a>   |
| Alicia Lopez            | Claims Specialist                   | <a href="mailto:aliciaL@ccdlb.org">aliciaL@ccdlb.org</a> |
| Ruth Shadley            | Compliance Specialist               | <a href="mailto:ruth@ccdlb.org">ruth@ccdlb.org</a>       |
| Maria Almeida           | Contracts and Compliance Manager    | <a href="mailto:maria@ccdlb.org">maria@ccdlb.org</a>     |
| Connie Arizmendi Wilder | Finance and Administration Director | <a href="mailto:connie@ccdlb.org">connie@ccdlb.org</a>   |

| Field Representatives |                                                              |              |
|-----------------------|--------------------------------------------------------------|--------------|
| Name                  | Email                                                        | Phone        |
| Maribel Alvarenga     | <a href="mailto:maribel@ccdlb.org">maribel@ccdlb.org</a>     | 562-400-0894 |
| Martha Abowork        | <a href="mailto:martha@ccdlb.org">martha@ccdlb.org</a>       | 562-400-2328 |
| Daisy Benjamin        | <a href="mailto:daisy@ccdlb.org">daisy@ccdlb.org</a>         | 562-400-0901 |
| Wendy Jimenez         | <a href="mailto:wendyj@ccdlb.org">wendyj@ccdlb.org</a>       | 562-400-2049 |
| Jackeline Orellana    | <a href="mailto:jackeline@ccdlb.org">jackeline@ccdlb.org</a> | 562-833-3063 |