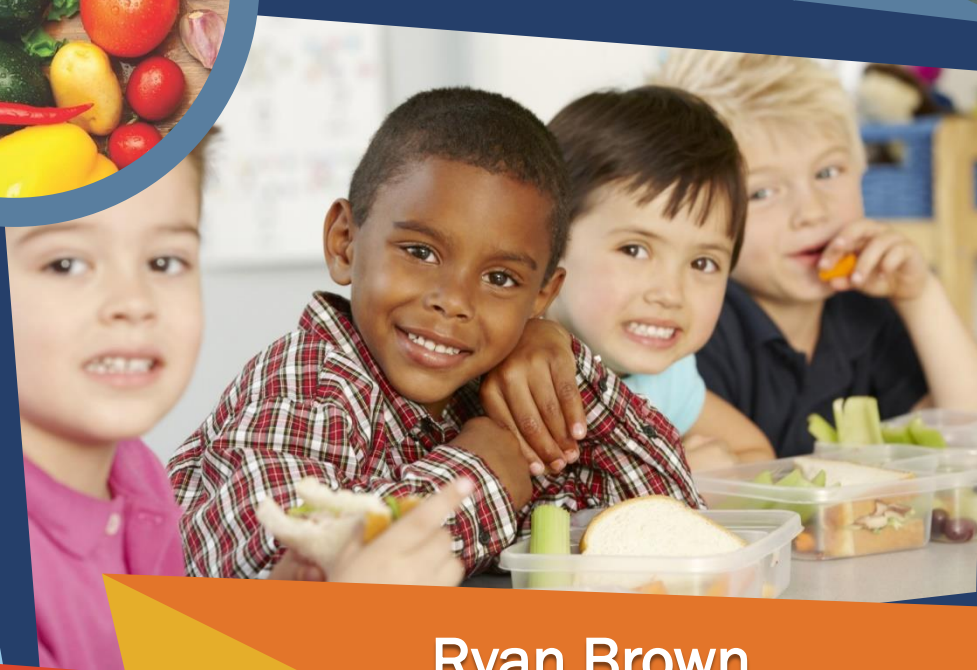




# COMMUNITY NUTRITION conference



**Ryan Brown**

*Region 4 ESC Child Nutrition Specialist*

## **Child and Adult Care Food Program**

Sponsor's Responsibilities



TEXAS DEPARTMENT OF AGRICULTURE  
COMMISSIONER SID MILLER



# FOUR GENERAL AREAS





Training

# SPONSOR'S TRAINING PLAN

Management Plan must provide training procedures including:

- ✓ Policy and Procedures
- ✓ Required Content areas
- ✓ New Staff
- ✓ Current Staff
- ✓ Documentation
- ✓ Subcontracting?

# All

Policy and Procedures  
New Staff/Center  
Annual Training

## Content Areas:

- Meal pattern
- Meal Counts
- Claims Submission
- Claims Review Procedures
  - Recordkeeping
- Purchase meals (I.A.)
  - Reimbursement
  - Civil Rights

Monitor Visit Findings  
CE Documentation

## Centers

Documentation of  
Completion  
Site Responsibilities

## Providers

Documentation of  
Completion



Monitoring

# MONITOR VISIT PLAN

## Plan Should Include:

- Tracking system for visits
  - By type
  - By frequency
- Sponsors Provide
  - Identification
  - Forms
- Forms
  - ADC-1602
  - CCC-1606
  - AR-1606-AT
  - DCH-1607
- Review
  - Onsite
  - Finish up

## Types of Visits

Pre-Approval  
New Sites  
Reviews

## Frequency

Three Visits Per Year  
Two Visits must be  
unannounced  
One Visit may be  
announced

## Identification

Provide monitors with:  
Photo ID  
Contains Sponsor Name

## FORMS

Review Forms-TDA or  
equivalent

## Onsite

Meal Observations  
must be unique  
Records  
Non-Profit Account  
5 day Reconciliation

## Finishing Up

Corrective Actions  
Household contacts  
Training

# MONITORING RECONCILIATION

## 5 day Reconciliation

- Reconcile and ensure consistency
- Required of every review
- Needed to complete
  - Enrollment
  - Attendance
  - Meal Counts

## Meal counts

- Monitoring form counts and claims for given time frame must match



# FIVE DAY RECONCILIATION - PROCESS

## F. Five-Day Reconciliation

1. Compare Meal Counts to Attendance (Att) and Enrollment (Enr) for five consecutive days

Date:		Date:		Date:		Date:		Date:	
Meal Counts									
B		B		B		B		B	
AM		AM		AM		AM		AM	
L		L		L		L		L	
PM		PM		PM		PM		PM	
S		S		S		S		S	
E		E		E		E		E	
Att		Att		Att		Att		Att	
Enr		Enr		Enr		Enr		Enr	

## CORRECTIVE ACTION PROCEDURE



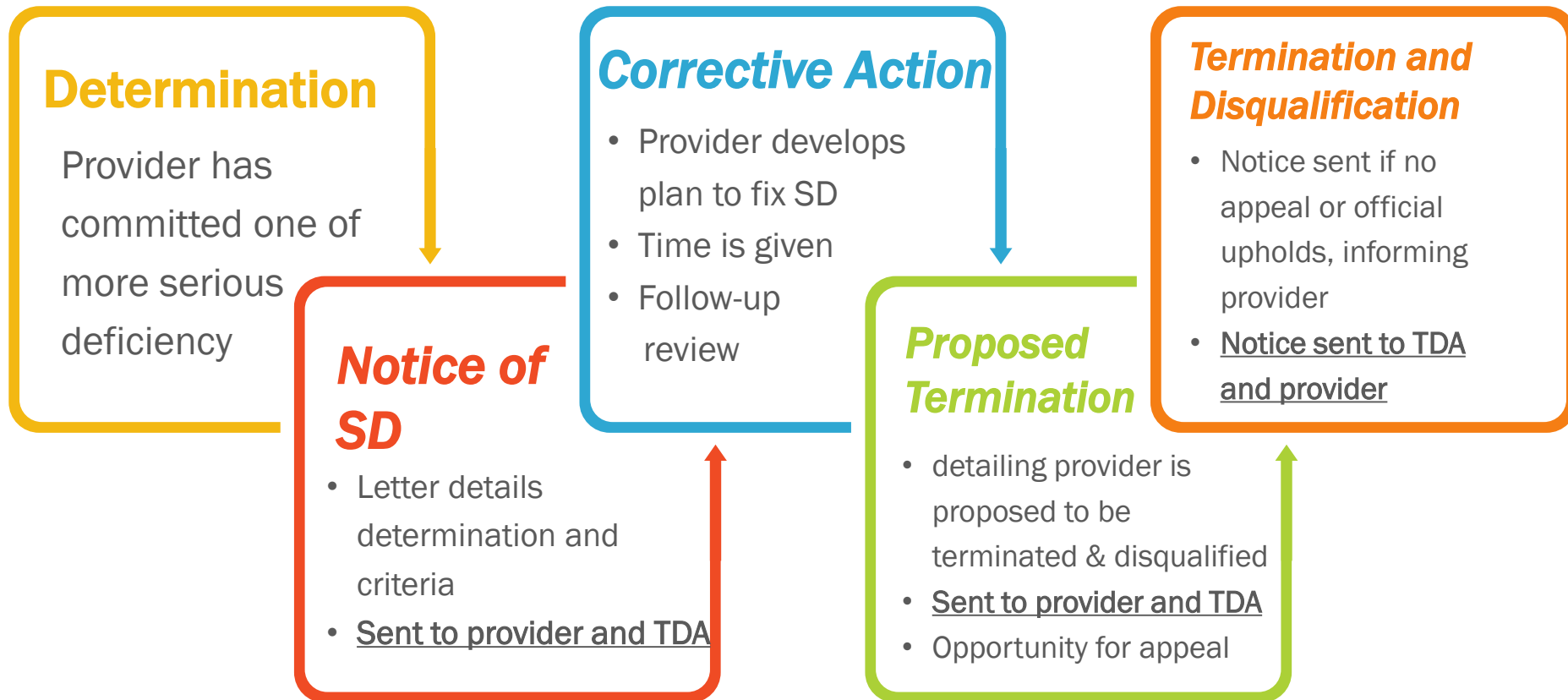
## FOLLOW UP PROCEDURE



[Community.ops@texasagriculture.gov](mailto:Community.ops@texasagriculture.gov)

# SERIOUS DEFICIENCY (SD) PROCESS

## *DAY CARE HOMES*



[Community.ops@texasagriculture.gov](mailto:Community.ops@texasagriculture.gov)

# Common Monitoring Errors

## Number of Visits

- Incorrect
- Inconsistent
- Lack of visit policy/schedule

## Incomplete form

- 5 day

## Reconciliation

- CE created form
- Monitor left incomplete
- Form Review Process

## Follow-up

- CADS
- Comparison to claim



# Claims Review Procedure

## DOCUMENTATION - CENTERS & SPONSORED SITES

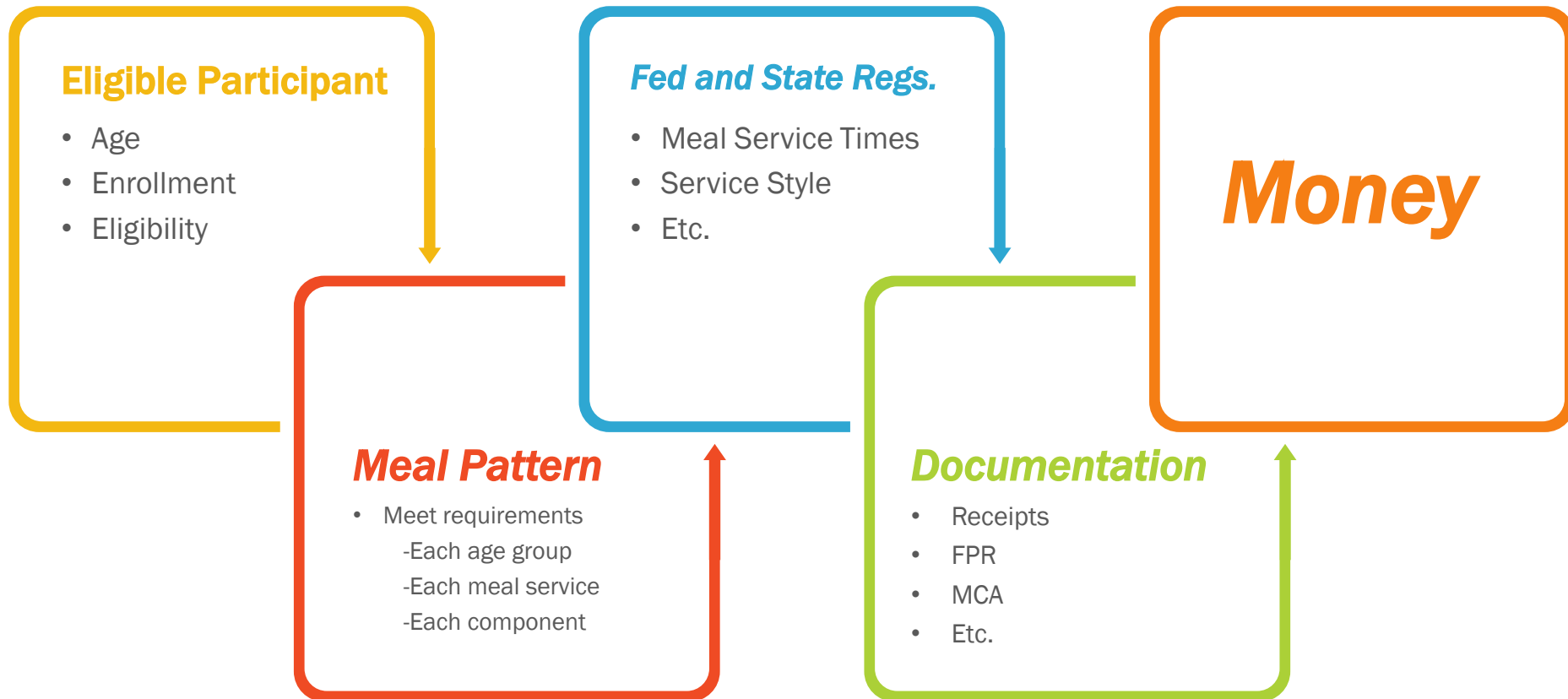
- ✓ Enrollment and Eligibility
- ✓ Meal Count and Attendance
- ✓ Meal Production Records
- ✓ Receipts/invoices
- ✓ For Profit
  - ✓ 25% f/r eligibility for claim month

## DOCUMENTATION - PROVIDERS

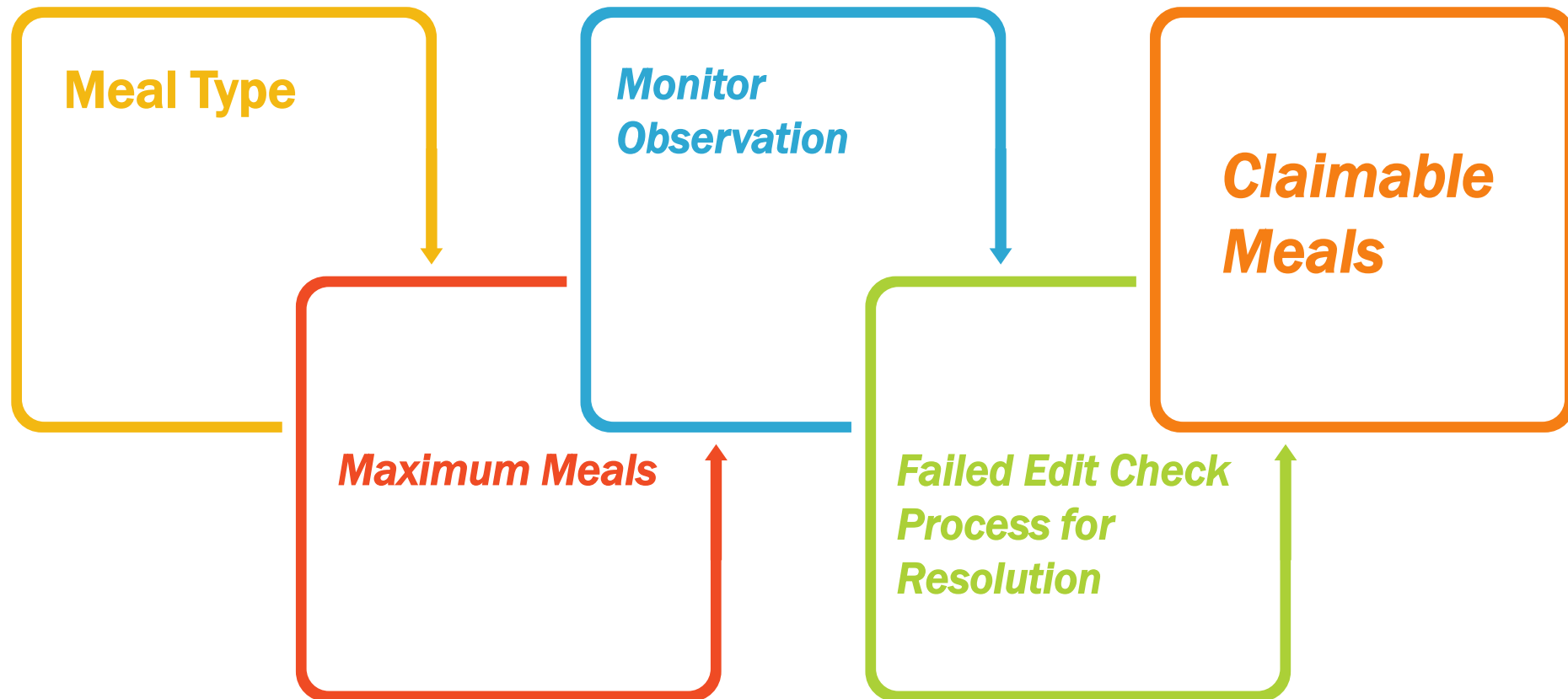
- ✓ Enrollment and Eligibility
- ✓ Meal Count and Attendance
- ✓ Menus



# CLAIM TRAIL



# EDIT CHECKS





Compliance

# ADMINISTRATION

- ✓ Non-profit
  - ✓ CE vs program
- ✓ Final administrative responsibility
- ✓ Principals or responsible individuals
  - ✓ National Disqualified List
- ✓ Personally Manage Program Administration

*Sponsors must maintain all items listed*

# ADMINISTRATION

- ✓ Management Plan
  - ✓ Financial Viability and Management
  - ✓ Administrative Capability
  - ✓ Internal Controls->Accountability
  - ✓ Sites Keeping Updated-for example
    - ✓ *Organizational chart*
    - ✓ Meals and meal times

*Sponsors must maintain all items listed*

# “EMPLOYMENT”

- ✓ **Employee**

- ✓ A worker of any skill level, dependent on the business of the employer

- ✓ **Contractor**

- ✓ An economically independent worker, who are in business for themselves and may provide services to others.

# MONEY

- ✓ Receipts, Invoices & Time Distribution Reports
  - ✓ Sponsor
  - ✓ *Site*
- ✓ Ledger or adequate financial management
  - ✓ Reconciliation
- ✓ Reimbursement
  - ✓ Disbursement
  - ✓ Administrative retention
- ✓ *Non-profit CACFP account*

*Sponsor must maintain all items listed*

# DOCUMENTATION

- ✓ Inventory
- ✓ Civil Rights, current and potential beneficiaries
- ✓ Site/Provider
  - ✓ Applications
  - ✓ Eligibility
- ✓ Infant Feeding Preference Forms/special diets
- ✓ Plan of Care (ADC)

*Sponsor must maintain all items listed*



# Wrap up

- Training
- Monitoring
- Claims
- Compliance

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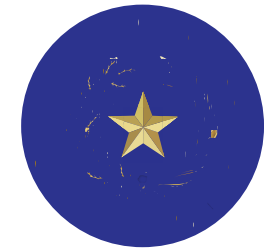
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