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www.angelsccfp.org



Angels Child Care Food Program

Rules and Regulations

The goal of our program is to help providers teach children to eat a well-balanced and nutritious meal. Working together as a team we can accomplish this goal.

Basic Requirements to enroll in the CACFP:

Provider must be licensed and live in the home address as listed on license

Provider must notify the sponsor if moving

Provider must have at least one (1) day care child enrolled (not including provider own)

Provider must have access to claim daily online. Computer, Laptop, Tablet, Smart Phone

Child Enrollments:

Providers are required to enroll **ALL** children that attend their daycare on to the KidKare website (Participating and Non-Participating). Once a child's information has been entered, print, sign and submit within 5 days. Parent/ Guardian to sign the same day as the enrollment date. If applicable, school hours must be included. P.O. Box addresses are not acceptable. It is the providers responsibility to keep sponsors up to date with enrollment updates such as phone numbers and addresses. Don't forget to keep your signed/dated copies! Failure to comply with this requirement can result in disallowance, corrective action and possibly removal from the food program.

Own Children:

Providers must complete and submit an Enrollment application and a Meal Benefit Form for their own children under the age of 13 years. To be approved the provider must meet the income eligibility requirements. If approved, you will start receiving reimbursement upon approval date. You must notify us if your household income increases by \$50.00 per month or if your household size decreases. The term "provider's own children" refers to any children who reside in the household, such as the provider's own children by birth or adoption, grandchildren, or housemates' children who are part of the economic unit.

Providers Own Foster Children:

Providers must complete and submit an Enrollment application, Meal Benefit Form, along with a Placement Order for all/any *foster* children under the age of 13 years living in the day care home.

Helpers/Assistant Own Children:

If you have an assistant with a child attending your day care, the assistant must fill out an Enrollment application and a Meal Benefit Form. To be approved the helper must meet the income eligibility requirements. If approved, you will start receiving reimbursement for helpers child/ren upon approval date. Helpers must notify us if their household income increases by \$50.00 per month or if household size decreases.

Child Enrollments RENEWALS:

Child enrollments must be renewed annually and individually. Enrollments expire a year after the start date.

Claims Due & Reimbursement:

Providers are required to submit their monthly claim on the last day of the month. Reimbursements are distributed via direct deposit by the 30th of each month. Provider claims received in our office after the 5th day of the following month are considered "late claims." Avoid losing your reimbursement all together. Send your claim on time!

Timesheets:

Providers are required to keep daily sign in and out records for all children attending care. Failure in keeping records up to date can result in disallowances and corrective action.

Daily Claiming Requirements:

Providers are required to claim meals and attendance daily when children are present. Failure in record keeping can result in disallowance and corrective action.

- Provider must provide all meals (Not the Parents)
- Only claim children in attendance.
- Meals to be consumed in the daycare home
- Meals or Snacks may not be duplicated. A variety of foods must be served every 10 days.
- Only claim 2 main meals and 1 snack or 2 snacks and 1 main meal.
- When claiming school age children for AM or Lunch, mark them “Sch Out or Sick” to receive credit
- How to avoid future disallowance, 15 days after submitting your monthly claim, review your office error report. Kidkare>>Reports>>Claim Statements>>Claimed summary and error.
- **Claiming and receiving reimbursement for children not in provider care is fraud and will result in being declared Serious Deficient with the Department of Social Services and funds to be retracted.**

Keep Posted:

- Menus (Weekly, Bi Weekly or Monthly)
- Building For the Future Flyer
- Meals Pattern Charts

Online Annual Trainings:

Providers are required to complete a Mandatory Online Annual Training with a variety of topics. These trainings are usually available on our website July-August of every year. You will be notified via email when available.

MEAL TIME SPACING POLICY:

A minimum of two (2) hours shall elapse between the beginning of one meal service and the beginning of another when snacks are served in between. If no snack is served between major meals (breakfast, lunch, and supper) a minimum of three (3) hours shall elapse between meal services.

BREAKFAST MAY NOT BE SERVED NO LATER THAN 9:00 A.M.

LUNCH MAY NOT BE SERVED BEFORE 11:00 A.M. OR AFTER 1:30 P.M.

SUPPER MAY NOT BE SERVED BEFORE 4:00 P.M. OR AFTER 7:00 P.M.

Meals for infants:

Infants under one year of age may be served during a span of time consistent with the infant’s eating habits.

- ALL FORMULA MUST BE IRON-FORTIFIED
- ALL CEREAL MUST BE IRON-FORTIFIED, DRY
- ALL BREAD MUST BE FROM WHOLE-GRAIN OR ENRICHED MEAL OR FLOUR

Not Creditable for Infants: commercial jarred baby cereals, Iron-fortified cereal containing fruit or formula, combination dinners (i.e. meat and noodles), *pancakes, *waffles, *muffins, *cornbread, (*made with whole egg), ready to eat cereals (i.e. cheerios), bread stick, hard pretzels, tortilla chips, granola bars, doughnuts, cakes, brownies, vegetable and fruit juices with yogurt. *A doctor’s note is required with every claim, if a child is not developmentally ready to be fed the required food components.

MONITORING VISITS:

The Day Care Home will be monitored, unannounced, at least three (3) times a year. During this visit your monitor will observe children, meals, and records. Your monitor will also provide training and answer any questions you may have. In the event that only the assistant is available, the assistant must be trained and have access to all records. Failure in record keeping can result in disallowance and corrective action. **If during a review your monitor observes less children than what is normally claimed, the provider may be subjected to an escalated review that may include parent contact and loss of meal privileges.**

RECORD RETENTION:

It is the provider’s responsibility to keep and save copies of all records sent to ANGELS CCFP for a period of three years, with the current year available for review during a monitoring site visit.

LICENSED CAPACITIES:

Providers must maintain within their licensed capacity at all times. Failure to comply with this requirement can result in disallowance, corrective action, DSS will be notified and possibly removal from the food program.

WHOLE GRAIN REQUIREMENTS:

Providers must offer a Whole Grain Rich Food at least once a day.

Milk Requirements:

- **1% and or Fat Free Milk;** to be served to children over the age of 2 years old
- **Whole Milk;** to be served to children 1 year of age.

ALLERGIES:

If a child is allergic to milk and/or any food or an infant cannot have iron-fortified formula, we must have a signed statement from a doctor, stating the allergy and the prescribed substitutes.

ANNUAL LICENSING RENEWAL:

Providers are required to have a current and paid license fees in order to participate in the CACFP. As proof of payment, please provide Angels evidence that fees are current by submitting one of the following;

- Copy of Front and Back of canceled check.
- Copy of Money Order
- Copy of Cashier’s Check
- Copy of online receipt if paid Online

If we do not receive proof of renewal documentation before renewal due date, claims submitted will not be processed. If we are notified by licensing of a revocation of your license due to non-payment of fees or for any other reason, your participation in the Food Program will cease immediately.

Keep in mind the following:

- In the event you have no internet access, it is your responsibility to keep “Daily Meal Worksheets” readily available. In this event you would complete the worksheet, fax the worksheet to (562)-908-0501 and inform the office. All this **MUST** be done before the end of the day of occurrence. You can access the worksheets by logging onto KidKare going to Reports>>Worksheets>>Daily Meal Worksheets>>Run.
- Once you have submitted your claim, make it a practice to review your claim monthly. Please give your monitor at least 15 days after you submit your claim to make proper corrections. You may review your claim by logging onto Kidkare and going to Reports>>Claim Statements>>Claimed Summary and Error Report.

Holidays, Non- Reimbursed:

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|------------------|----------------------------|----------------|------------------|--------------|
| New Years Day | Martin Luther King | Presidents Day | Cesar Chavez Day | Memorial Day |
| Juneteenth Day | Independence Day | Labor Day | Indigenous Day | Veterans Day |
| Thanksgiving Day | Day After Thanksgiving Day | Christmas Day | | |

In Summary:

Providers are required to remain within Rules and Regulations stated above to avoid disallowances, Corrective action, Serious Deficiency and/or the possibility of Termination.

Non-Discrimination:

The Child Care Food Program is available to all children without regard to race, color, national origin, age, gender or handicap. If anyone believes that he or she has been discriminated against, write to the address below.

This institution is an equal opportunity Provider.

<https://www.fns.usda.gov/usda-nondiscrimination-statement>

By signing below you agree that you have thoroughly read Angels Rules and Regulations and agree to comply with the rights and responsibilities of this Agreement for participation in the Angels Child Care Food Program.

Monitor Date

Provider Date