



POLICY MANUAL

FOR

DAYCARE CENTERS

ADULT DAYCARE

AT RISK PROGRAM

PHILOSOPHY

The Child and Adult Care Food Program was established to provide meals for children/adult in daycare centers, outside-school hours centers, family day care homes and group homes. The program is committed to improving the diets of children by serving wholesome attractive meals to meet children/adult nutritional needs and to assist children/adults in developing sound nutritious habits. By serving nutritious meals and snacks to children/adults, it provides the nourishment and energy they need to learn and grow and be healthy. The meals and snacks served in your center or facility through USDA's Child and Adult Care Food Program (CACFP) are an important part of providing proper care.

CIVIL RIGHTS

All participating centers must inform potential beneficiaries, particularly minorities, of the availability of the Child and Adult Care Food Program. In addition, all centers are required to:

- Display in a prominent place at the center's location, the nondiscrimination posters developed by USDA or approved by the Food and Nutrition Service;
- Make reasonable efforts to provide information in the appropriate translation concerning the availability and nutritional benefits of the program;
- Make program information available to the public upon request
- Include the nondiscrimination statement, and instructions for filing a complaint, in their public release and in any program information directed to parents of beneficiaries and potential beneficiaries;
- Make sure that meals are served to all attending children, regardless of their race, color, national origin, sex, age, or disability; and
- Make sure that all children have equal access to services and facilities at the center regardless of race, color, national origin, sex, age or disability.

Each year, GNSI will determine the number of potential eligible beneficiaries by racial/ethnic category for each center. A copy of this document will be forward to the center for maintaining with recordkeeping requirements. GNSI will use safeguards to prevent the data from being used for discriminatory purposes. Such safeguards include allowing access to program records containing this data only to authorized personnel. The Civil Rights training will be provided annually to daycare facilities operating under our auspices.

The Role of the Administrative Sponsor

Administrative Sponsors enter into an agreement with Bright from the Start to provide administrative services to unaffiliated centers, such as:

- Private for profit licensed childcare centers
- Private or public non-profit childcare centers
- Outside school hour care centers
- Licensed or federal, state, locally approved Adult Daycare Centers
- Commercially zoned non-residential Group Day Care Homes

Administrative Services include, but are not limited to:



Recruitment:

Offering CACFP benefits to eligible centers throughout the state of Georgia;



Training and Technical Assistance:

Providing centers the necessary technical assistance and training needed to operate CACFP efficiently and successfully;



Monitoring:

Conducting compliance monitoring to ensure all centers are operating in accordance with CACFP regulations and Bright from the Start policies, and



Claim Reimbursement:

Receiving and validating monthly claim data to submit and issue accurate reimbursement for creditable meals served to enrolled children or adults.

Record Keeping Requirements

- USDA Memo: 03-2009
- Federal Regulations 226
- Bright From the Start policy #02-18, and
- Policy Memorandum dated May 4, 2009:
 1. Requires all records to be kept and maintained for three (3) years, plus the current year.
 2. Records must be made available for review upon request at the sponsor's office and onsite at the center.

General Records: Childcare Centers, Adult Daycare Centers, At-Risk Programs, and Outside School Hour Care.

- State Approval to operate a childcare facility
 - License to Operate
- Federal, State or local approval to operate an adult daycare facility
 - Approval Documentation
- Training Documentation
 - Training Notification
 - Training Agenda and Materials
 - Training Certificate of Completion
- Permanent Agreement Between Sponsor and Center
- Monitoring Reports
 - Pre-Operational Visit Form
 - 3 Monitoring Review Reports (most current)
- Building for the Future/And Justice For All Poster
- Monthly Claim Records
 - Daily Attendance and Meal Count
 - IES Statements
 - Monthly Roster (Claimed Children)
 - Sign In/Out Sheets
 - Receipts
 - Time Distribution Report (Time Cards)
 - Bank Statements

ENROLLMENT RECORDS

Centers are required to disseminate CACFP enrollment documents to all participating children enrolled in the facility. The enrollment should consist of the following documents, but are not limited to:

- Parent Letter
- Income Eligibility Statement (7 pages)
 1. Income Eligibility Statement
 2. Instruction Letter
 3. Privacy Statement
 4. Income Eligibility Statement form and Supporting Documents
 5. Medicaid/SCHIP Letter
 6. Child Enrollment Form (Signed and Dated by Parent)
 7. Infant Affidavit (If applicable)
- WIC Distribution Form (Most current)

Enrollment Records – Continued

- Building for the Future Poster(Sponsor Poster)

An enrollment package should be available upon request for Georgia Nutritional Services, Bright from the Start, USDA consultants.

Centers utilizing Minute Menu must record all children/adults upon enrollment in the center. Once child/adult are enrolled, center must forward income eligibility statement, Enrollment Form, and/or infant affidavit to sponsor for activation of enrollment of child/adult) on roster. Centers are required to exit children as they withdraw from the facility within the month the child/adult) withdraws. Failure to withdraw the child/adult), may cause a reclaim of funds. Any child/adult who returns after withdrawal, must be reactivated and center must acquire a new income eligibility statement and forward to sponsor for reactivation. Any child/adult pending without enrollment form (s) is categorized as a Paid participant until form (s) is received. Reimbursement is not retro-active, forms are categorized as of date of receipt of enrollment form (s).

Centers are required to inform GNSI when school agers/adults are out during vacations, holidays, summer, and inclement weather days. Failure to inform sponsor of these changes in enrollment may cause a disallowance of meal reimbursement.

All documents for children/adults enrolling during the claim month must be received with monthly claim documents for reimbursement. Any enrollment document received after the claim information has been received will not be reimbursed until the following month. Income eligibility statements received with the claim package (supporting documentation) will be processed for reimbursement for current claim month.

INCOME ELIGIBILITY STATEMENTS

The center must submit to Georgia Nutritional Services, Inc. an income eligibility statement and Enrollment form on all children/adults enrolled. If an infant is enrolled, the infant affidavit must accompany the income eligibility statement and Enrollment form for the child/adult. A copy of the income eligibility statement, enrollment form, and/or infant affidavit must be maintained in the center records for review when Georgia Nutritional Services, Bright from the Start, USDA administers a review (monitoring). **All records must be maintained for three (3) years plus the current year.**

Georgia Nutritional Services must have an income eligibility statement on all children enrolled in the center. The claiming roster must coincide with the attendance the center has recorded. In order for GNSI to maintain an updated roster for claim submission, the center must enroll children on Minute Menu and send income eligibility statement, enrollment form, and/or infant affidavit if claiming infants.

- When enrolling a child/adult in minute menu, child/adult will have a pending status. Once GNSI has received the income eligibility statement, enrollment form, and/or infant affidavit, GNSI will activate the

child/adult for reimbursement. If you enroll a child/adult and center has not received an income eligibility statement from the parent/guardian, GNSI will use the enrollment form to activate the child/adult for reimbursement. The child/adult will be categorized as a **Paid** participant until such time the enrollment documents are received. Status of the participant will be updated to reflect the current household information. Georgia Nutritional Services will review all Income Eligibility Statements and make the determination of **FRP**. Center may retrieve a roster of enrolled child/adult from Minute Menu to check the Free/Reduced/Paid status of a child/adult categorized by GNSI. If a center feels that the Free/Reduced/Paid category of a child/adult is questionable, center must contact GNSI immediately for verification.

Completing the Income Eligibility Statement

- Each Income Eligibility Statement must have all children/Adult enrolled in center who are a participant of the same household listed in top left hand corner of IES form.
- If parent/guardian is receiving Food Stamps or TANF, parent must list nine (9) digit case numbers in the right hand corner of the IES form. Adult participants must provide Medicaid number, SSI number, or Food Stamp case numbers.
- If child is a Foster child and/or Head Start participant, parent must check the box in Part II and complete the contact information for foster parent and skip to Part III B.
- If household is not receiving Food Stamp or TANF, Medicaid, SSI, parent/guardian/Adult should list all household members and list income received by each member and specify the frequency of the income (weekly, bi-weekly, monthly, annually).
- Parent/Guardian must complete section Part III B for hours of care, days of week child/Adult enrolled in care, and meals child/Adult will receive while in care.
- If household is receiving Food Stamp or TANF, parent/guardian may skip Part II and provide a signature and date to complete the form.
- If household list income, parent/guardian must complete the entire form inclusive of section of Part IV with signature, date, complete address, phone number, and last four digits of social security number.
- If parent/guardian does not have a social security number, they must check the box for no social security number.

Center should review the documents once they are received to ensure the IES form and enrollment form is completed in its entirety. Center is required to forward a complete Income Eligibility Statement and enrollment form for all enrolled children/Adult attending the facility.

- Georgia Nutritional Services will complete the Official Use Only section once the document is received by our office. Children will be categorized using USDA Income Guidelines and activated for center to receive reimbursement for child/Adult. GNSI will use the date signed by parent as the annual renewal date for updating the Income Eligibility Statement. IES forms received 30 days after enrollment of a child/adult will be categorized as Paid for

current claim month and re-categorized according to information received for the following claim month.

- Center is required to maintain a copy of all income eligibility statements in a binder and alphabetized. Center must update income eligibility statements annually and change outdated form and store for 3 years plus current year.

Centers may not fax any documents to GNSI unless requested. If forms are received after the monthly claiming documents have been received, late forms will not be processed until the following month.

ATTENDANCE AND MEAL COUNT REPORT

Per 7 CFR 226.17(b) (9) require each facility to maintain daily records of time of service meal counts by type (breakfast, lunch, supper, and snacks) served to enrolled children/adults. Georgia Nutritional Service uses Minute software approved by BFTS. Any document outside of the approved form is not permitted for use under our sponsorship. Under the auspices of Georgia Nutritional Services, manual weekly attendance and meal count worksheets are used by each facility to ensure compliance in maintaining a record of meals served. The Minute Menu weekly attendance and meal count worksheet shall be printed prior to the beginning of meal service upon the first business day of each week. These sheets are date and time stamped to prevent manipulation of recording meals outside of Point of Service meals. Any unapproved printed dates printed after the meals served shall lead to disallowance of meals and corrective action. Centers may record the attendance and meal counts online anytime they choose and it should coincide with the manual attendance and meal count recorded daily. Centers must denote in Minute Menu when school agers are out of school by clicking the school out box or managing the school out calendar. Centers should reconcile the daily attendance and meal count with the data recorded in Minute Menu prior to submission to GNSI.

Print the Attendance and Meal Count Report weekly (Minute Menu)

- Go to Reports >Weekly attendance and meal report>
- Click drop down to record week to print>
- Center should review classrooms prior to printing to ensure children are in correct classroom
- If a child is in wrong classroom>Go to School house icon>locate child's name from drop down>
- Change classroom

MENUS

Georgia Nutritional Services provide pre-printed menus to all centers wishing to use them. Centers may use their own menus, however, center should ensure that a variety of foods are served for each meal service and prepare at least three (3) weeks of menus without duplication before re-cycling. Menus should be seasonal, colorful, and provide different textures. Menus must be **posted** in a prominent location for review by parents, GNSI consultants, BFTS, and/or USDA. Menu item substitutions must be noted on the Posted menu and changes recorded in Minute Menu to denote what was served during each meal service. Centers using their own menu and/or centers using Minute Menu and not using pre-printed menus must submit a copy of the menus to the sponsoring organization each month with the month end claim information. Meals served that do not meet meal pattern requirements are disallowed for reimbursement.

Menu Calendar

- **To record menus in Minute Menu>Go to Claims>**
- **Change claim month>Go to Menu Calendar>**
- **Double click on the day of the week>Click on menu to record>**
- **Click on button to the right of each food line>locate food serving**
- **When meal is recorded>Save>Click on meal drop down>Click on next menu to continue**

MEAL SERVICE

Number and Type of Meals

Each enrolled child/adult may receive up to two (2) meals and one (1) snack or two (2) snacks and one (1) meal per day. This may consist of breakfast, lunch, and P.M. Snack or breakfast, A.M. Snack, and lunch, or any other meal combination that does not exceed the maximum meals and snacks allowed. All meals provided must be consumed while the child/adult is in the center's care.

MEAL PATTERN REQUIREMENTS

The goal of the CACFP is to serve nutritious meals that meet meal pattern requirements and that are appetizing to children. Careful menu planning is necessary to meet this goal. The meal requirements assure well-balanced meals that supply the kinds and amounts of foods that children require to help meet their nutrient and energy needs. The meal patterns establish the minimum portions of the various

meal components that must be served to each child in order for the participating center to receive reimbursement for each meal. Children 1 through 2 years old, 3 through 5 years old, 6 through 12 years old, 13 through 18 years of age, and adults are eligible for reimbursable meals.

The food components eligible for reimbursement for each meal are:

- Meat/Meat Alternate
- Fruit
- Vegetable
- Grains
- Milk

For a breakfast to be a reimbursable meal it must contain:

- One serving of milk; unflavored
- One serving of a vegetable or fruit or full-strength juice (100%)
- One serving of grain or bread or bread alternative
- A meat or meat alternative may be used in place of a grain no more than 3 times a week.

For a lunch or supper to be a reimbursable meal it must contain:

- One serving of milk; unflavored
- One serving of a vegetable
- One serving of fruit
- One of these servings may be full-strength fruit juice (100%); Juice may fulfill the entire vegetable or fruit component at only one meal Or snack per day
- One serving of grain must be whole grain, enriched, or fortified
At least one serving of grains per day must be whole grain-rich
- One serving of meat or meat alternative. Tofu and soy yogurt are creditable meat alternatives, and Yogurt must contain no more than 23 grams of sugar per 6 ounces.

For a snack to be a reimbursable meal it must contain:

- Two food components.
- The vegetable and fruit component for lunch, dinner, and snack are separate food components.
- At least 2 of the 5 components for snack must be served.

Meal Pattern Food Charts for Children/adults are provided during the orientation for onboarding facilities and are available via GNSI website. The meal pattern guidelines denote the required food components for each meal type with the minimum required serving portions.

****Whole milk must be served to children 1 year of age.**

****1% Low-fat milk, 1% fat-free**

****Only children/adults 6 years and older may receive flavored 1% fat free milk**

****Water must be offered and available throughout the day to all children upon request**

****Yogurt may be served in place of milk once per day for adults only**

INFANT MEALS

Because an infant's first year's dietary needs are individually prescribed and may be more complicated than those for toddlers and older children, centers must use the infant meal pattern when serving meals to infants 1 year of age or younger. All meals served to infants must comply with infant meal pattern requirements in Section 226.20(b) of the Child and Adult Care Food Program (CACFP) regulations.

CFR 226.20(b)

Infant Meal Pattern: There are two age groups:

- 0 through 5 months
- 6 through 11 months

When infants from birth through 11 months of age participate in the program, an infant meal shall be offered. Foods within the infant meal-pattern shall be of texture and consistency appropriate for the appropriate age group being served, and shall be served during a span of time consistent with the infants feeding habits. Solid foods should be served to infants 6 months through 11 months of age, as developmentally appropriate.

- **Vegetable and/or Fruit:** Required at breakfast, lunch, supper, and snack for infants 6 through 11 months of age, as developmentally appropriate. Juice is not creditable.
- **Meat alternate:** Whole eggs are creditable; cheese foods and cheese spread are not creditable
- **Grains:** May serve bread, crackers, or ready to eat cereals at snack for infants 6 through 11 months of age, as developmentally appropriate.
- **Breast milk:** provided by the infant's mother, may be served in place of infant formula from birth through 11 months of age. Either breast milk or iron fortified formula shall be served for the entire first year. Meals containing expressed breast milk are reimbursable. Meals may also be claimed when a mother directly breastfeeds her infant on site.

Parents may provide no more than one meal component of a reimbursable meal for infants. Centers must maintain Infant iron-fortified formula and Infant fortified cereal on the premises at all times to ensure the infant is being served to meet meal pattern requirements for the reimbursable meal.

Formula must be liquid formula.

MEAL REIMBURSEMENT

Centers are reimbursed for eligible meals served to children/adult. Meal reimbursement is based on the number of meals served by the center to the children/adult in its care (Free/Reduce/Paid percentage, number of days meals served, rate per meal, by the number of meals served. The total amount of the meal reimbursement must be paid to the center less any disallowances, reclaims, and sponsor administrative fee. **Sponsor administrative fee may range from 1 to 15%.**

★ Center may claim meals for children/adult enrolled daily for each meal type with the exception of the following holidays: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving, and Christmas. If the holiday falls on a Saturday, the sponsoring organization is closed the Friday before the holiday. If the holiday falls on a Sunday, the sponsoring organization is closed on the Monday following the holiday.

NON-REIMBURSABLE MEALS

You may only claim for reimbursement those meals that meet CACFP requirements. Reimbursement may not be claimed for:

- Meals not served as a complete unit
- Meal patterns or types not approved by Bright from the Start
- Meals served at the center not approved by the sponsor or Bright from the Start
- Meals consumed off-site; when center has not notified the sponsor
- Meals served outside of approved time frames or approved dates of operation
- Meals served to ineligible children/adult (Income Eligibility Statement, enrollment form, and/or infant affidavit to enroll the child/adult.
- Meals in excess of the center's approved license capacity
- Meals that were not served; and
- Meals served to anyone other than children age of 12 years and under; children with disability up to the age of 18 without documentation; children up to the age of 15 of immigrant, and eligible adults.
- Flavored milk served to children age 1 through 5 years of age.
- Deep fat-fried foods (cooked by submerging in hot oil or other fat) that are prepared on site

- Grain-based deserts do not count towards the grain requirement
- Breakfast cereals containing more than 6 grams of sugar per dry ounce
- Serving juice more than once during meal or snack per day

MEAL SERVICE REQUIREMENTS

In addition to serving meals that meet meal pattern requirements, the center must be certain that they comply with the following rules when serving meals in the daycare center:

- Serve the same meal to all children. (This means all children receive a meal meeting the meal pattern requirements, not that all meals must be identical in every component).
- Ensure children eat all meals **onsite**. The center must be sure to supervise all children while they are eating meals. Centers serving meals offsite must complete a Field Trip Form and receive prior approval before serving meal offsite.
- Ensure all children in attendance at the site receive one meal before any child is served a complete second meal.
- **Adhere to local health and sanitation regulations.**
 1. Staff must wear hair restraints and gloves during meal service
 2. Staff must refrain from tobacco products and wash hands
 3. Leftover foods must be stored in air tight closed containers or zip-lock bags, labeled and dated.
 4. Thermometers must be maintained in the refrigerator and freezer. The refrigerator must be maintained at 40 degrees and the freezer must register 0 degrees or below.
 5. Trash receptacles must have a lid
- Serve meals during the times of meal service submitted on the Pre-Operational Form and approved by the sponsoring organization. **The sponsor must approve any changes in meal service times.**
- If the center is planning a field trip, the sponsor must be notified prior to serving the meal offsite by completing the Field Trip Form. Meal service must be approved for the place where the children/adult will be that day if meals are being claimed. It would be helpful if the center has a calendar with scheduled field trips listed.
- If the sponsoring organization is not notified prior to the field trip, meals served may be considered “consumed off-site” and not reimbursable.
- The center must carefully insure the safety and quality of the meals by using adequate storage equipment to transport food. If meals are purchased while on the field trip, it must meet meal pattern requirements.

Centers must adhere to the times indicated for each meal service. Meals served outside of the approved times are not reimbursable. If a center wishes to change a meal time, center must notify sponsoring organization in writing immediately for approval.

MANAGING RECEIPTS AND MILK AUDIT REPORTS

Centers should record milk receipts in Minute Menu. Minute Menu milk audit report is a great tool to ensure adequate purchase of milk. Once attendance and milk receipts have been recorded, center can use the Milk Audit Reports to track required milk purchases based on portion requirements by number of children/adult served. The Milk Audit Report denotes the required amount of milk based on children/adult recorded for each meal. The milk receipts coupled with the attendance generates a report detailing how much milk is required and at what point the center will need to purchase additional milk. By following the Milk Audit Report, the center can ensure enough milk is purchased to serve all meals requiring milk as a food component. Failure to purchase the required amount of milk causes a disallowance of meal reimbursement.

Sponsoring Organization has provided an excel spreadsheet of the milk calculation chart. If a center records the average the number children/adult being served in each age group for each meal service, the spreadsheet calculates the required amount of milk needed for purchase.

BLOCK CLAIMING

Definition:

- Block claiming is defined as a claim for reimbursement submitted by a facility when the number of meals claimed for one or more meal type (s) (breakfast, lunch, snack or supper) is identical in the number of meals claimed for 15 consecutive days within a claim period.
- During reviews, sponsoring organizations are required to conduct Meal Count Reconciliation for centers.
- Reconciliation includes a review/comparison of the attendance, enrollment and meal counts.

CORRECTIVE ACTIONS AND SERIOUS DEFICIENCY

Corrective actions are issued for findings during reviews, disallowance of reimbursements, and non-compliances. Repeated offenses shall lead to serious deficiency and termination from CACFP.

Serious Deficiency include but not limited to:

- Submission of false/fraudulent claims
Overstatement of meals
- Failure to attend required annual training
- Failure to notify sponsor when deviating from approved meal times
- Children/adult not at facility during operating hours
- Failure to maintain required records
- Non-Creditable meals served

- Submission of false information
 1. Fake/Invalid license and/or Receipts

ELIGIBILITY FOR REIMBURSEMENT

Childcare centers are eligible for monthly reimbursement when the following conditions are met:

- Center has 25% or more of its enrollment or license capacity, whichever is less, receiving Title XX funding, or
- Center has 25% or more of its enrollment or license capacity, which is less, eligible for free or reduced price meals.
- Supporting Documentation:
 - Income Eligibility Statements, (new children/updated) and
 - Childcare/adult Subsidy Verification

CLAIM FOR REIMBURSEMENT

Based on the records received by the sponsoring organization, GNSI will submit a claim to Bright from the Start on/before the 15th of the month for those claims received by the 5th. In an effort to maintain an efficient system for processing claims for reimbursement, Georgia Nutritional Services will enforce a 30-day timeframe for submitting original claims for reimbursement. In order to maintain an efficient system for processing claims for reimbursement, Georgia Nutritional Services will enforce a 30-day timeframe for submitting original claims for reimbursement, respectively. This timeframe requires institutions to submit to Georgia Nutritional Services an original claim within 30 calendar days following the end of the claiming month. Institutions must submit to Georgia Nutritional Services complete and substantially accurate original claiming documents within the 30-day deadline. If an institution submits a claim after the 30-day deadline, the institution's reimbursement for the claim will be delayed and the institution is required to submit corrective action in writing to Georgia Nutritional Services. This corrective action must state the reason the claim was not submitted within 30 days and a description of the process that the institution has implemented to ensure that claims will be submitted no later than 30 days following the last day of the full month covered by the claim in the future. Georgia Nutritional Services may, at its discretion, take appropriate actions including, but not limited to declaring an institution seriously deficient for repeated non-compliance of the 30-day claim deadline. All claiming documents received after the 5th may be delayed up to **90 days** from the 30 day due. Once the 90 days has been exceeded, no other payments will be rendered for subsequent claims. Once the claim has been submitted for payment to Bright from the Start, it takes 7 to 10 business days for GNSI to receive the reimbursement barring any state holidays and inclement weather closings. Once GNSI has received the reimbursement, GNSI has 5 business days to disseminate the reimbursement to the centers. If the staff from GNSI has to contact a center for missing or incomplete information, it may delay the center's reimbursement if document(s) are not received prior to the first claim submission. Once the center has submitted online, the supporting documents should be mailed immediately for processing. A checklist of documents required for submitting a claim are:

CENTER CHECKLIST

- **Income Eligibility Statements and Enrollment forms for Children enrolled during the month**
 - **Daily Attendance and Meal Count Report for children 1-18 Years and/adults, children with disabilities , and Infant Daily Attendance and Meal Count Record (if applicable)**
 - **GA CAP Invoices (most recent) for those centers qualifying 25%, Medicaid Invoices (adult Centers)**
- **Sign In/Out Sheets (require parent/guardian signature with in and out times. Sign in/out sheets are licensing requirements. Violation of licensing is a violation of CACFP. Failure to maintain adequate sign in/out sheets may cause a disallowance of meals if it does not coincide with number of meals claimed.**
- **Time distribution Form for labor cost. (Complete with time card And payroll cancelled checks/pay stubs to support the expense.)**
- **Original Receipts (Please make copies before you mail them) (No receipts—No Reimbursement)**
- **Bank Statements and Cancelled checks for Food Account**
- **Food Inventory Sheet (if applicable)**

The center must mail the original documents to the sponsoring organization on or before the end of business on the **5th of each month**. If the 5th falls on the weekend or holiday, the daycare facilities are given the next business. The center must maintain a copy of all documents mailed to GNSI for their recordkeeping requirements. Center should forward all documents with signature required in order to have a tracking tool for lost or misplaced mail through mail carrier service. Sending regular mail could cause a delay in reimbursement and/or failed receipt of documents being received; i.e. holidays. (Centers may hand deliver the claim packages to the office of GNSI) Mail box located in the rear of the building for after hour drop-offs.

During the month of November and December, only one claim will be submitted prior to the holiday. All subsequent claims will be submitted after the holidays. Centers will be notified prior to the holidays of the final date claims and supporting documentation is due for submission. **(This date may not be the 5th)**

BANKING

Daycare facilities must provide banking information for direct deposit along with a voided check with center name and signed by the person responsible for the account (preferably the owner). Center should write void across the front of the check. Bank statements and cancelled checks should be submitted as supporting documentation of accounting with monthly claim packages.

Georgia Nutritional Services and Bright from the Start work to ensure integrity is being maintained in CACFP. Policy No.: CACFP/02-23 governs financial accounting. Policy and procedures ensure compliance and financial management of CACFP funding.

 **Reimbursement rates are updated by USDA and made available by Bright from the Start no later than July 1st each fiscal year.**

REVIEWING CLAIMS

Centers may review their processed claim information after the 15th of the month.

1. Centers may access their claim information by:
 - Clicking on Claims (information provided on whether or not claim has been submitted, if paid, and if adjustments have been made)
 - List claims
 - Review meals claimed, meal disallowances, meal reimbursements, and sponsor fee.
 - Click on Error Reports to view disallowances and reasons (if any discrepancies, center must notify sponsor immediately)
 - Once reimbursement is issued to center, GNSI will forward a copy of center roster of claimed children/adult. Center must file roster with claim month documentation. Centers may retrieve reports such as:
 - Expense Reports
 - Monthly attendance and meal report
 - Milk Chart
 - Time Distribution Report
 - Error Report

DOCUMENT MAILINGS

Georgia Nutritional Services mail and/or email documents to each center for maintaining CACFP record such as:

- Pre-Printed Menus for children 1 through 18 years of age, infants (if applicable), and adults
- Roster of claimed children/adult
- Reimbursement information
- CACFP updates to policies and regulations

REVIEWS

The sponsoring organization shall visit the center for the purpose of:

1. Reviewing records
2. Observing operation of the program
3. Providing technical assistance
4. To ensure centers operate the program according to guidelines
5. Follow-up to ensure compliance

Sponsors must ensure centers meet minimum monitoring requirements. Child and Adult Care Food Program regulations require:

- Pre-Operational Visits – Must be conducted before a provider operates the CACFP. These visits are required for all centers to determine they have the facilities to provide creditable and nutritious meal service to children.
- Monitoring Reviews – all centers must be reviewed at least once during the first 4 weeks of program operations. After the initial period, the sponsor must conduct 2 additional reviews with no more than 6 months elapsing between monitoring visits each fiscal year. After the first review, the center(s) are rotated on a 4-month basis annually. **All reviews are unannounced.**

During all monitoring visits, a complete meal service will be observed. All records maintained by the center will be reviewed each time a visit is made. **(Review General Record Keeping).**

Any deficiency (ies) noted at time of monitoring visit will be denoted on the monitoring form. The center will be given a copy of the review. Depending on the severity of the deficiency, GNSI will issue the Corrective Action and the center must make available to GNSI a Corrective Action plan detailing how the deficiency (ies) will be corrected, who will be responsible for implementing the corrective action and ensuring the corrective action is adhered to. After GNSI receives the corrective action, a follow-up visit may be initiated to determine whether or not the deficiency (ies) was in fact been corrected. The center will be allowed specified amount of days to submit the corrective action. Failure to submit a corrective action would indicate the center is in non-compliance and may result in the center being terminated for cause if the deficiency has not been corrected. GNSI will follow Bright from the Start and USDA regulatory requirements to ensure the corrective action procedures are adhered to.

All reviews are documented on review forms regulated by Bright from the Start. The monitoring reviews shall be dated, logged on file by the sponsoring organization and the center. The reviews shall be made available to Bright from the Start, USDA, and Georgia Nutritional Services upon request.

TRAINING

Onboarding child/adult care facilities are required to attend an orientation prior to GNSI visiting the facility and completing the Pre-Operational Visits. During the pre-operational visit, the staff shall provide technical assistance to the center regarding any questions the center may have for the operation of the CACFP program requirements. At a minimum, GNSI will provide training on the following topics during orientation:

1. Begin with general explanation of the program.
 - Purpose of the program
 - Center eligibility
 - Necessity for accurate records
2. Describe how the center must operate.
 - Meal pattern requirements and types of meal service offered (use planned menus)
 - Who to contact about problems (provide sponsor's name and phone number)
 - Approved level of meal service
3. Explain record-keeping requirements.
 - Daily record-keeping requirements
 - Collection of daily record forms
 - Maintain copies of daily attendance and meal service report
4. Outline the Monitor's responsibilities
 - Duties and authority
 - Areas of assignment and introduction to centers
 - Monitor during the times approved for meal service
 - Use the review form supplied by BFTS
5. Train on Civil Rights requirements
6. Explain other miscellaneous policy (refer to sponsor's policy and agreement)
 - Building for the Future Poster
 - WIC Distribution Form
 - Infant Affidavit
 - Termination of Agreement
 - Changes in license, addition or deletion of children enrolled, meal service time, emergencies, and interruptions of service, i.e. closing of center or changes in ownership.

Centers may request technical assistance at any time. If a center would like additional training, the center may contact GNSI for the next scheduled training. Centers having a change in ownership and/or staffing, should send the program contact to GNSI for orientation training.

ANNUAL TRAINING REQUIREMENTS

Centers are required to attend one (1) training session annually each fiscal year. Each session is mandatory and any center, who does not attend the required trainings established by Georgia Nutritional Services, would be in breach of the agreement between Sponsoring Organization and Center. Breach of agreement is a serious deficiency act, which would be grounds for termination from the sponsoring organization and CACFP. Any questions concerning the trainings should be brought to the attention of Georgia Nutritional Services' administration. All training topics cover Rules and Regulations and/or policies of the CACFP, Civil Rights, and nutrition. Training is provided by Georgia Nutritional Services, Inc. and/or individuals approved by BFTS to provide creditable training hours. Any new information disseminated from by BFTS to the sponsoring organization will be provided at this time. Advance notice is given to centers regarding annual training with location, date, and time of event.

POLICIES

Centers violating the rules and regulations set forth by Bright from the Start (BFTS), United States Department of Agriculture (USDA), or Georgia Nutritional Services, Inc. (GNSI), may result in disallowance or recovering reimbursements, temporary suspension, or termination and exclusion from future program participation.

GREIVIENCE POLICY

All complaints or questions should be directed to the Director of Georgia Nutritional Services, Inc. The Director will respond immediately upon notice of the complaint within 24 hours.

If the response is unsatisfactory:

- Georgia Nutritional Services and the sponsored facility may terminate the agreement with 30 day notice by either party
- The center has the right to submit a written complaint to:

Bright from the Start: Georgia Department of Early Care and Learning
2 Martin Luther King Jr. Drive SE, 754 East Tower
Atlanta, Georgia 30334
Office: [404-656-6332](tel:404-656-6332) office
Fax: [770-342-3106](tel:770-342-3106) fax

Notices of adverse actions shall be in writing and shall state the type of action, the cause for the action, and if applicable, the financial effects. Notices shall also describe the institutions right to appeal the action and these procedures. A copy of the Appeals Procedures will be given with the notice of adverse action. The Sponsoring Organization and the center will adhere to the Appeals Procedure.

Appeals Procedure

 **Georgia Nutritional Services is an equal opportunity provider**

Georgia Nutritional Services, Inc.

1080 Iris Drive, Suite 101

Conyers, GA 30094

Phone: (470) 419-4674

Fax: (770) 998-6542