

CACFP Compliance

Please provider answers on the separate answer sheet provided.

1. The child care provider at ABC Child Care is preparing carrots and mangos for lunch. She will be serving 3 children, aged 3-5. She has 1 cup of mangos. What is the minimum amount of carrots she must serve?
 - A) 1 cup to equal the amount of mangos
 - B) $\frac{1}{2}$ cup to ensure that there is at least $\frac{1}{2}$ cup total of fruit and vegetables available to each child
 - C) 3 pieces of carrots so the children will try the more unusual fruit, the mangoes
 - D) None of the above, as she should not serve fruits and vegetables of the same color
2. The Child care provider at ABC Child Care knows that she will be very busy in the afternoon. At nap time, as she completes her Food Program record keeping for B, AM, and L she decides to record the PM snack as well including who was served.
 - A) As long as she already knows who will be attending and when, she may as well complete tomorrow too
 - B) A meal count (who was served) may not be completed in advance because it could lead to children accidentally being claimed when they were not really served
 - C) As long as her attendance has been the same for 15 consecutive days or more, she can complete it in advance
 - D) PM Snack is the ONLY meal that can be completed in advance
3. The provider at ABC Child Care is preparing PM snack for 3 preschool-aged children and one school-aged child. She has made fruited Jell-O using apple juice and fresh bananas. She will also be serving saltine crackers and water. Is this a creditable snack?
 - A) No, because the children did not have milk
 - B) Yes, because children love Jell-O and saltines, and will ask for seconds
 - C) No, because jell-o isn't creditable
 - D) Yes, because the banana and apple juice used to prepare the jell-o are creditable and each child will have at least the minimum total serving of fruit for their age group
4. Breakfast service is about to begin at ABC Child Care. The preschool age children are lining up to wash their hands. The provider asks a school-aged child if he will be joining them. The school-aged child states that he would prefer to buy school breakfast this morning and continues playing his computer game. Can the provider claim the school-aged child?
 - A) No, because he did not wash his hands, sit with the other children and receive the minimum required amount of each component
 - B) Yes, because she's offered breakfast
 - C) No, because he did not wash his hands
 - D) Yes, because he was present when the meal was served

CACFP Compliance

5. It's lunch time at ABC Child Care. Three preschool-aged children are seated around a table. The provider has prepared turkey sandwiches cut into squares, and has served them family style on a plate in the middle of the table. She has also placed a bowl of carrots, a pitcher of milk and a bowl of mangos on the table. One of the preschool children has decided that he does not wish to have mangos today. May the provider claim this child?
 - A) No, because the child did not place mangos on his plate
 - B) Yes, as long as she or he is offered mangos again. This could be accomplished by saying, "There are still some mangos left. Are you sure you don't want to have some today?"
 - C) No, because both carrots and mangos are orange
 - D) Yes, as long as he eats half a cup of carrots

6. It's breakfast time at ABC Child Care. The provider is about to serve waffles, apples and milk. A preschool-aged child arrives with a bag of cold cereal and a banana, and sits at the table and continues eating. May this child be claimed? Check page 23 of your Policy and Procedure manual.
 - A) Yes, as long as the child is still served all the required components
 - B) No, because the food from home was eaten at the provider's home
 - C) No, because if a child has already eaten that meal elsewhere, or has brought the meal from home, that child may not be claimed for that meal

7. The provider at ABC Child Care knows that all of the children will be arriving at 9AM or later, so she will not be serving breakfast. Which of the following does **NOT** meet CACFP requirement?
 - A) Calling the Food Program office to let them know breakfast will not be claimed
 - B) Not contacting the office in any way because she is still technically open for business and would have served breakfast if someone had arrived
 - C) Sending an email to the Food Program office to let them know breakfast will not be claimed
 - D) Sending a text message, which includes her NAME, to the Food Program email address to let them know breakfast will not be claimed

8. The provider at ABC Child Care uses Web Kids to claim meals and snacks with the USDA CACFP. She was unable to enter her records into the computer last night. Her parents are very good at noting in/out times on the parent signature forms. The provider wrote down all of the foods served yesterday and even remembered to date her menus and write down 'milk.' May she claim the meals for yesterday?
 - A) Yes, because she has most of the required documentation done
 - B) No, because she did not have meal counts completed (B, A,L, P) or documentation showing which children ate which meals and you may not use attendance times or usual times to indicate who was served
 - C) Yes, as long as her privileges to enter the meal the next day have not been revoked
 - D) Yes, as long as she has not been visited by a Nutrition Specialist

CACFP Compliance

9. Which one of the following would **NOT** be an acceptable method of recording who ate which meal or snack by the end of each day?
- A) Bubbling in the child number on the scan form
 - B) Using in/out times to estimate who was served
 - C) Circling B A L P D E on dated parent signature forms or other approved attendance forms
 - D) Clicking the box next to the child's name on Web Kids
10. A child at ABC Child Care is being tested for a possible allergy to dairy products and may not be given milk for the next three days. May this child be claimed for breakfast or lunch for the next three days? (Please select all that apply.)
- A) Yes, since it is likely only a temporary restriction
 - B) No, because only children who are being served milk may be claimed
 - C) Yes, but only if the provider submitted a signed medical form stating what is to be substituted for the milk while the child is at child care
 - D) Yes, as long as the parent has completed a "Request for Fluid Milk Substitute" form and supplied an approved substitute.
11. The provider at ABC Daycare serves dinner at 5pm daily. Today she is asked by a parent to serve the children earlier because they'll be picking them up at 5:10pm today. Is she able to claim dinner if she serves it at 4:45 tonight?
- A) Yes, because she fed the children dinner so she is eligible for reimbursement
 - B) Yes, but record the meal time as 5:00 so the Child Care Food Program is not aware that the meal was served early
 - C) No, dinner cannot be served prior to 5pm and the children must have 20 minutes to eat their meal. If the provider chooses to feed the children at 4:45, she needs to call the Child Care Food Program office and let them know she will not be claiming dinner that night
 - D) No, the provider should tell the parents that she will disenroll the children if they continue to pick the children up before 6:30 at night.
12. The provider at ABC Daycare is having major computer issues. She called the office and told them she'd be keeping backup paperwork until her computer was repaired. When a home visit was conducted, the Nutrition Specialist asked for the provider's backup paperwork. Once the provider's computer was fixed, she entered the data and threw the backup paperwork in the trash. Can she still be reimbursed for the meals?
- A) Yes, she entered in all the data before the deadline of the 5th, so she can be reimbursed
 - B) No, because backup paperwork for 3 years plus the current year must be kept on the daycare premises for review
 - C) Yes, it doesn't matter when the data goes in, as long as it's the provider's best guess and is entered within two months of when the meals and snacks were served

CACFP Compliance

13. The owner of ABC Child Care is at the dentist when she gets a panicked call from her assistant saying that there is a “lady” at the door saying she’s with the Food Program. The assistant wants to know if she should let her in to the daycare. Should provider tell the assistant to let the “lady” in?
- A) No, because only the owner may answer questions from the Nutrition Specialist
 - B) Yes, she should have the assistant check the Nutrition Specialist's ID and let her in. Because the assistant knows where all Food Program paperwork and attendance is kept and will be serving a meal or snack soon, this will be a great visit.
 - C) No, because the Nutrition Specialist did not use the secret knock
 - D) Yes, but only if at least three of the children recognize her
14. The provider at ABC Child Care just had a great monitor visit. She was serving lunch at the time of the visit. The daycare is closed, and she is now recording her meals for the day. For some reason, she cannot remember if she served corn or green beans at lunch. What should she do?
- A) Enter in either green beans or corn, as they are both creditable vegetables
 - B) Look at the carbon copy the Nutrition Specialist left her, which will tell her what foods the Nutrition Specialist observed
 - C) Take her best guess, the Nutrition Specialist has already observed the meal and saw that it was creditable
 - D) Not worry about recording meal
15. Which one of the foods below is credible? (You might find it helpful to review pages 5, 12 and 58 of your Creditable Foods Guide)
- A) Cake made from scratch
 - B) Winnie the Pooh animal crackers whose first ingredient is organic flour
 - C) Home-made chocolate pudding
 - D) Coffee cake where the first ingredient is enriched flour
16. True or False: Children age two and up must served fat free or 2% milk.

CACFP Compliance

Office of the Superintendent of Public Instruction (OSPI) POLICIES

DISCRIMINATION

This facility is operated in accordance with United States Department of Agriculture (USDA) policy, which prohibits discrimination on the basis of race, color, sex, age, handicap, religion, or national origin.

PROVIDER COMPLAINTS

Providers with complaints concerning sponsors or other issues may **write** their concerns to the State office. Phone calls from providers directly to OSPI are **discouraged**.

*Superintendent of Public Instruction
Child Nutrition Section - CACFP
Old Capitol Building, PO Box 47200
Olympia, Washington 98504-7200*

TRANSFERS

A provider may, for a very good reason, transfer from one Food Program to another. Transfers are rare and the policy is as follows:

1. Providers wishing to transfer from one Food Program Sponsor to another must notify both the current and the new sponsor in writing that they want to transfer, and are terminating the agreement with their current sponsor. This must include a reason why the transfer should take place, i.e. provider no longer lives in the area. The provider must have written approval from both sponsors in order to transfer. OSPI has the final decision on a transfer.
2. Providers involved in a formal "Corrective Action" will not be allowed to transfer.
3. Transfers must be completed no later than the 20th of any given month. If completed after the 20th of the month, the transfer will be delayed until the end of the next month.

A provider may transfer no more than one time per year.



CACFP Compliance

CORRECTIVE ACTION

MDC will make every effort to provide sufficient training and technical assistance during the initial home visit and the four week follow-up visit to ensure successful participation for all providers. Annual training will be conducted on program requirements as well as technical assistance given during regular home visits. Additional technical assistance will be given as requested or if a barrier to learning is perceived. Technical assistance will continue as long as progress is being made to adhere to requirements. We appreciate your questions and calling the Program Office at any time, is encouraged.

Upon identifying an action that may be a basis for termination, and it has been determined that the provider has a clear understanding of Food Program requirements, the following procedures may take place:

- MDC may investigate and document all actions that may be the basis for termination. This process may include unannounced follow-up visits and/or parent contact for verification of information.
- MDC may notify the provider, in writing, of need for corrective action and what action needs to be taken.
- MDC may allow time for corrective action and notify provider in writing of the deadline for corrective action, except in cases that affect the safety and welfare of children. In this instance, immediate suspension is required, i.e. signs of abuse, neglect or weapons on the premises.
- MDC may provide phone, written or on-site technical assistance in the area that may be the basis for termination.
- If the provider fails to implement the appropriate corrective action, MDC may issue a letter of Serious Deficiency. The letter will state that the agreement will be terminated for cause if corrective action is not taken. The letter will state in detail the reason(s) for termination.
- If corrective action is still not taken within the time period allotted, the provider may be notified in writing that the agreement is terminated and the provider may file in writing and according to MDC's appeal process procedures. The decision from the appeal is final with no opportunity for appeal to the Office of Superintendent of Public Instruction (OSPI). Reimbursement payments shall continue for claims supported by appropriate records pending the outcome of the appeal.
- MDC is required to send copies to OSPI, of all letters sent to the provider concerning termination. OSPI will keep a permanent record of all providers terminated for cause and will share the names of these providers with all sponsors.

CACFP Compliance

OSPI Policies, continued

- If a provider has been terminated for cause and action is upheld, his/her name will be placed on a national list of disqualified providers and he/she may not participate in the CCFP in any state for a period of seven years. If a provider owes money at the end of the seven years, the provider will remain on the list until the balance has been paid.
- If a provider self-terminates before MDC can complete the termination process, the provider will be notified that the termination is accepted but the action by MDC is upheld. The provider's name will be forwarded to OSPI and placed on a national disqualified list.

TERMINATION

To participate in the Child Care Food Program, a child care home must enter into a written agreement with the Metropolitan Development Council (MDC). The agreement specifies the rights and responsibilities of both parties which include, but is not limited to, the right of MDC to terminate the agreement for cause and the requirement that the child care home comply with all federal regulations.

MDC may terminate an agreement with a child care home to operate the CCFP for any of the following program violations or areas of non-compliance with federal regulations:

1. Submission of false information
2. Failure to maintain adequate records
3. Claiming of reimbursement for meals not served to participants
4. Failure to serve meals that meet the meal pattern
5. Failure to comply with monitoring requirements
6. Failure to comply with civil rights laws
7. Failure to attend annual CCFP training
8. Other due and sufficient cause related to non-performance

APPEALS

A provider shall have the opportunity to request an administrative review if they receive notice of proposed termination for cause.



CACFP Compliance

CIVIL RIGHTS

Please review the following civil rights statement. You are encouraged to contact us with any questions you might have.

"And Justice for all..."

In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

"To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer."

CACFP Compliance

PROVIDER WHO LIVED IN A SHOE

There was a provider who lived in a shoe
but being professional, she knew what to do.
She made best use of the space she could spare
and set up her home for family child care.

She registered with the state, called USDA,
checked in with her R&R the very next day.
She knew she would need help in her situation,
the answer was joining a provider association.

She took CPR and First Aid classes, too
and brushed up on all the things kids like to do.
She advertised, interviewed, contracted, and great
she counted the kids carefully--no more than eight.

She fed them good foods and recorded it, too.
She potty-trained Morgan, helped Kyre tie his shoe.
Collected art items and made a new batch of clay
and cut out cute pictures for a new theme's display.

She diapered, she bandaged, she wiped every nose.
She comforted Isaiah when Lianna stepped on his toes.
She cooked and she washed, scrubbing floors, scraping glue.
She recorded attendance, did her bookkeeping, too.

She wrote parents notes home 'bout the kids in her care,
anecdotes and concerns that they'd want her to share.
She read to the children while they sat in her lap
and she sang to them softly when they started to nap.

She called a provider who was feeling depressed,
she spoon-fed a baby, then she got him redressed.
She picked up and dusted when they went out the door,
she updated records, picked up toys, mopped the floor.

She started the laundry, checked the mail, made a list
of the groceries she needed and the chores she'd missed.
She collapsed in the chair and put up her feet,
then in came her family wanting something to eat.

CACFP Compliance

She fed them all quickly, heard their stories, gave them hugs,
the she rapidly washed up all the dishes and mugs.
As the family retired at the end of the day
she got out some books to study for her CDA.

She reflects on her day, in her eyes there's a gleam,
for this provider is developing pride and esteem.
She works a long day and the pay isn't fair,
but the kids that she works with get quality care.

Their parents commute to their work each day,
concerns about child care aren't in their way.
They are free to produce at a marvelous rate,
which benefits businesses all over the state.

If you live in a big house or even a shoe,
great is the work a provider can do.
Be proud, stand up tall, wear a smile on your face,
You are helping "tomorrow" be a much better place!

~~~Sandi Dean~~~