

The Child & Adult Care Food Program



Updated 12/2015

Chautauqua Child Care Council
Policy & Procedures Handbook
Sponsor Agreement # 01903

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Benefits of CACFP

Congratulations on enrolling in the Child and Adult Care Food Program (the CACFP). The CACFP is a nutrition reimbursement program. A provider receives monetary reimbursement for serving nutritious USDA-approved meals to children under the age of 13 enrolled in their care.

Here are some of the many benefits of the CACFP:

- Children are served healthy and nutrient-rich foods and form healthy eating habits that will follow them through to adulthood.
- Parents are reassured that their children are eating well while they are in care. Parents do not have to pack snacks and meals for their children to take to day care.
- Our sponsorship offers regular training opportunities for CACFP participants. Participants in the CACFP must attend one hour of nutrition training a year. CACFP-approved trainings are free for providers that join CACFP.
- CACFP participants receive a monetary reimbursement for CACFP-approved meals and snacks.
- Providers can claim reimbursement for up to 2 meals and 1 snack OR 2 snacks and 1 meal per day.

What are the meal requirements?

Meal requirements are simple, and allow for a variety of foods, including ethnic and cultural diversity.

Breakfast consists of milk, fruit or vegetable or 100% juice, and bread or grain.

Lunch and **Supper** require milk, bread or grain, meat or meat alternate (such as fish, cheese or beans), and two servings of different vegetables or fruits.

At **Snack** time, providers must choose two different categories from the following: milk, meat or meat alternate, bread or grain, or vegetable or fruit or 100% juice. Water must be served if no beverage is offered. For example, low-fat string cheese, apples and water would be a creditable snack.

The sponsor will give new providers a **Crediting Food Guide** (CFG). Refer to the CFG and the healthy meal pattern for children and infants for questions on food credibility. Providers that need a new CFG should contact their sponsor.

Recording Menus and the Reimbursement Process

How Do I Record My Meals?

A provider has three options for recording their menus.

- Attendance Menus-provider hand-writes in #2 pencil the food served at each meal and darkens the bubble for each child present.
- Bubble Menus-provider “bubbles” food codes with a #2 pencil for the food served at each meal and darkens the bubble for each child present.
- Minute Menu-using a computer or smart phone, provider records their menus and attendance online. Ask your sponsor if you are interested in keeping your records online.

Note: Providers must keep their menu and attendance records for three years. Keep your records in a safe place. Records are reviewed during monitoring visits.

The Reimbursement Process

The provider’s monthly meal count and menu records must be received by the CACFP staff by the 5th of every month, following the claim month. This date applies to Minute Menu users, and those who use scan forms. The CACFP staff is required to review each menu submitted to ensure that every child in attendance are enrolled in CACFP.

The meal count and menu data is entered into the computer system to calculate the reimbursement dollar amount for each provider. This process is completed on a monthly basis for each provider. The **monthly claim** is the total of all meal costs according to the attendance information.

The monthly claim is sent to the New York State Department of Health (NYS/DOH) CACFP by the 10th of each month, following the claim month. After COI receives the reimbursement for the claim, they have five business days to issue the checks. The checks issued to the providers must be cashed within ninety days form the date of issue.

See Chautauqua Opportunities website under the CACFP nutrition link for ideal payment timelines. Visit: www.chautauquaopportunities.com and click on the Child Care Council. Under the link for providers click on nutrition for CACFP forms.

A Provider's Contract with CACFP

Changes in Meals/Serving Times, Days and Hours of Operation

When a provider enrolls in the CACFP she and the sponsor will complete a form called the **CACFP 3705**. This is a provider's contract with CACFP and lists hours of day care operation, tier qualifying information and meal times. The sponsor will send this form to the NYS DOH CACFP (New York State Department of Health CACFP) for approval before a provider can receive reimbursements.

Providers are responsible for notifying the sponsor of changes in their meal or snack serving times, or any changes in their day care days and/or hours of operation recorded on the CACFP 3705 Application. It is important to know a provider's meal service times for correct monitoring to occur. **Repeated failure to do so will result in the provider becoming seriously deficient.**

License/Registration

Each provider has a file on location at the sponsor office. A provider is only eligible to receive reimbursement if the following is in their CACFP provider file:

1. Current CACFP Application and Agreement (CACFP 3705)
2. Current License/Registration

Note: If the provider is in the process of renewing their license/registration, it is the provider's responsibility to submit a letter from the Office of Children and Family Services to the CACFP Department.

Providers must send a copy of their renewed license and/or their in-process letter to the Child Care Council CACFP staff office within five days of receipt.

A provider file will also have a record of the following:

- Preapproval checklist and tier qualifier information
- Holiday Form for each participating year
- CIFS form for each claim month (if the provider uses scan forms to record menus)
- Monitoring review records
- Child enrollment records including parent signatures
- Training certificates for each participating year
- Letters of corrective action or serious deficiency

Tier Qualifiers

Can I Claim My Own Children?

1. A provider may qualify as Tier 1 by area school, census, categorical eligibility, or income. To qualify as income eligible for Tier 1 rates, the provider must complete a DOH-4161 form and meet the family size and income guidelines.
2. A Tier 1 provider may also be eligible to claim her/his own children. The provider must complete the DOH-4161 to determine eligibility. Providers may claim their own children participating in their day care, ONLY for meals and/or snacks served when other day care children are present and participating in the same meal service. Tier 2 providers cannot claim their own children.
3. All income eligibility forms (DOH-4161) must be received and completed in the provider's CACFP folder before the child's meals will be reimbursed. Retroactive reimbursement cannot be paid if an Income Eligibility Application is not in the file before the claim is processed.
4. A foster child is considered a household of one and is income eligible for Tier 1 reimbursement. A DOH-4161 must be completed for the foster child.
5. A Tier 2 provider may qualify as a Tier 2 Mixed provider. To determine if any of the children in care are eligible for Tier 1 reimbursement, the provider would choose to have the DOH-4160, Income Eligibility Application issued to the families. If the families then choose to complete the form, the form will be returned directly to Chautauqua Opportunities, Inc. COI will determine the eligibility of the child/ren.
6. Meals may be claimed for children in day care who are under 13 years of age. Allowable exceptions are authorized by the Sponsor according to federal regulation.

Parent Contacts

Chautauqua Opportunities Inc. is required to occasionally contact parents to verify attendance. The contacts may be by phone or letter, and are commonly related to a specific month.

Menu and Attendance Record Details

What Should My Records Include?

A Provider must keep menu and attendance records up-to-date daily.

- The menu lists the foods served to enrolled children at each meal or snack that is being claimed.
- The attendance record lists the enrolled children present each day and the meals served to enrolled children at each meal service.

What is the Process for Submitting My Menu and Attendance Records?

Menu/attendance records must be accurate and legible. They can be submitted through the online Minute Menu program, or by mailing or dropping off either the “attendance” forms or the scan “bubble” forms to:

Chautauqua Child Care Council, CACFP
402 Chandler Street
Jamestown, New York 14701

The daily records kept by the providers are required documentation to receive meals reimbursements. The provider is required to sign the statement on each menu/attendance sheet before submitting the claim to Chautauqua Opportunities, Inc. The CACFP is a federally funded program and any deliberate misrepresentation of records will be subjected to prosecution under the applicable State and Federal statutes.

- Menu/attendance records must be submitted no later than the 5th of the following month.
- Records for the last day of the month must be submitted at the close of the day, not before.
- Menu/Attendance records received after the 5th day of the following month will be late and **will not** be included in the original claim.
- Late records will go into an Adjustment claim and reimbursement will be delayed accordingly.

No menu/attendance records will be accepted for reimbursement after **thirty (30) days** from the last day of the month for which reimbursement is being claimed.

Menu and Attendance Record Details (continued)

Can I Plan My Menus Ahead of Time?

A provider is encouraged to plan out the meals to be served during care hours in advance. Planning your meals ahead of time can save a provider time and money on their grocery bill. However, a provider must **not** fill out their attendance records in advance.

- Meals and snacks that are claimed in advance on a monthly attendance sheet, as evidenced by the postmarked date on the envelope when it is received in the office of the Child Care Council, will be disallowed. This will be viewed as submission of false information. The result will be possible declaration of serious deficiency termination/disqualification from CACFP (NYS Regulation 226.16 (1) (2) (ii).
- Children with specific food allergies or intolerances, or any other condition, which may result in a substitution to the Child Meal Pattern, must have a letter from a physician listing the problem food items and what food items should be substituted or avoided.

Menu and Meal Service Regulations (continued)

Fruits and vegetables provide vitamins, minerals, and carbohydrates. They are especially good sources of vitamins A, C, and fiber. Two different vegetables and/or fruits must be served at lunch and dinner to meet USDA meal pattern requirements. They can be served either raw or cooked.

Enrolling Children in CACFP

All children enrolled in licensed or registered Day Care Programs in New York State are eligible to enroll in the Child and Adult Care Food Program. In addition, informal providers may become eligible to participate in CACFP. Children in care in the participating informal home complete the same CACFP enrollment form.

CACFP enrollment forms are required for each child and must be renewed annually. **The child enrollment forms must be completed by the parent, not the provider.**

Regulations require that the following information is included on the CACFP enrollment form:

- Child's name, date of birth, and gender.
- Parent or Guardian's name and signature and the date that they sign the form.
- Complete address and telephone number or emergency number for parent or guardian.
- Date of enrollment into CACFP.
- Child's scheduled hours in day care.
- Meals served to each child.

Enrollment forms must be complete and received in the CACFP office before the last day of the month for that child's meals to be counted for reimbursement. **Meal reimbursement cannot be paid if a child enrollment is missing or expired.**

To ensure proper reimbursement, the **provider should verify** the child's birth date is correct before submitting records to The Child Care Council.

A provider wishing to claim his/her own children must be sure an income eligibility form (DOH-4161) and CACFP enrollment forms are completed and into The Chautauqua Child Care Council **before** claiming the child(ren) on the menu/attendance form.

If a provider is Legally Exempt, she may do two shifts of care in a 24 hour period. The number of children the legally exempt provider is allowed to care for is determined by the relationship to the provider.

If a provider enrolls a child through the Minute Menu program, the provider should print the form, have the parent sign the form, and send the enrollment form to CACFP staff before the last day of the month they are enrolled.

Infant Care

Children ages 6 weeks to 1 year old need to have an infant feeding statement on file with the sponsoring agency. The infant feeding statement indicates whether the parent or the provider will supply the infant breastmilk/formula and/or developmentally appropriate foods.

Home Visit Monitoring

Home visits are an important part of the Child and Adult Care Food Program. The Chautauqua Child Care Council is required by Federal regulations to monitor the family day care providers who participate in the CACFP.

Home visits will be conducted at **least** three times each year to every CACFP participant. Not more than six months can lapse between visits. Two of the required three visits must be unannounced (no prior notice given). At least one of the unannounced visits must include observation of a mealtime. All home visits will be made during day care hours. New providers to CACFP must have one additional visit during the day care homes first four weeks of participation in CACFP.

The provider is required to allow each or any monitor from The Child Care Council, CACFP, representative of NYS/DOH and USDA into the home to monitor the CACFP operation and records. Home visits allow the Child Care Council the opportunity to support the provider's compliance with CACFP regulations.

If your meal or snack time hours change, you must inform the CACFP staff in writing. For example, if a provider changes meal times for summer schedules, all changes require that the provider **notifies the CACFP office prior to the change taking effect.**

Functions of the monitoring visits are to:

- Review CACFP requirements: ensure daily menu/meal count records are up to date.
- Check attendance records and blue cards registration.
- Observe meals.
- Distribute forms.
- To provide technical assistance in establishing a quality day care home business.
- Check that the food storage areas (pantry, cabinets, and refrigerator) and food preparation areas are clean and orderly.
- To make sure that the provider's home conditions are sanitary, safe and in compliance with the regulations for registration or license.

What If I Am Not At Home?

If the Provider is NOT Home:

Regulation FNS 226.18(b)14 states that it is the responsibility of the day care home to notify the Sponsor in advance whenever they are planning to be out of their home during meal service periods. Failure to give proper notice will result in no reimbursement being paid for the day. You must call your sponsor representative, leave a message on the CACFP staff's message machine, call the sponsor representative's cell phone, or leave a message on your message board outside your door identifying when you expect to return.

Home Visit Monitoring (continued)

Possible Disallowances at time of home visit:

- ✓ Meals will not be reimbursed for the day if a CACFP monitor is not allowed to enter the licensed/registered day care home.
- ✓ At the time of the monitoring visit, the **menu displayed for review must be current and dated.**
- ✓ Discrepancies between monthly monitored meals, snacks, and attendance submitted and the recorded observations on the monitoring form (DOH 4118) taken by The Child Care Council member will result in meal disallowances.
- ✓ At the time of visit, the provider must have recorded meals and snacks through the preceding day; if no record menu is provided, meal(s) will be disallowed. **If the provider keeps his or her records on the computer, failure to produce these records at the time of the visit will result in these meals being disallowed. Meals will be disallowed following the last day of records until the day prior to the visit.**

Over Capacity

Reimbursement will not be given for an entire day if providers are found to be operating over capacity at time of monitoring visit, or that is found to be over capacity on Menu and Attendance Records submitted by the provider. The provider will be reported **immediately** to the Office of the Children and Family Services (OCFS) and a warning will be given to the provider to correct the over capacity problem.

A provider found to be over capacity a second time will begin the serious deficiency process; this will include a corrective action, with follow-up visits.

Holiday Care

Can I Claim Holidays?

Some providers occasionally provide care on holidays.

The Chautauqua Child Care Council, CACFP considers the following as '**holidays.**'

1. New Year's Day
2. Martin Luther King Jr. Day
3. President's Day
4. Good Friday
5. Memorial Day or observance
6. July 4th, Independence Day
7. Labor Day
8. Columbus Day
9. Veterans Day
10. Thanksgiving Day
11. Christmas or observance

The Child Care Council, CACFP will not count meals for reimbursement on these **holidays** unless *prior* notice is given that the provider is open on these days.

The providers will receive a Holiday schedule yearly to be filled out and submitted by December 31 of the year prior to the start of the New Year.

In addition, for each Holiday the provider must submit a parent signature for each child present for meals during the day including in/out times.

Home visits will be made on any day the day care program is open.

CACFP Training Requirements

Day care providers are required by federal regulation to complete CACFP-approved trainings at least once each year. A CACFP training session is free of charge to providers that participate in CACFP. Certificates are given for all trainings.

In order for providers to meet the annual training requirement, The Child Care Council offers at least two training sessions a quarter. Information on training sessions that meet the CACFP requirement will be listed in Chautauqua Child Care Council's quarterly training calendar.

To meet the CACFP requirement, the training must meet the following requirements:

- Must be at least one hour in length
- Content of the training must include
 - CACFP regulations/updates
 - One of the following
 - healthy eating habits, menu planning, components
 - healthy recipes, meal preparation
 - nutrition
 - record keeping

Providers that are out of compliance will be sent a letter stating they have three months in which to get their training and provide proof of training to the Council or they will be identified as Seriously Deficient. Once identified as Seriously Deficient, a corrective action plan will be developed in which the provider will have no more than three months in which to meet the requirement or they will be terminated from the program.

CACFP training may be counted by the NYS Office of Children and Family Services towards the 30 hours of training for license/registration renewal.

Legally Exempt "enhanced rate"

Providers that have a legally exempt license are eligible for a raise in pay for the subsidy child care provided if a provider completes and turns in certificates for 10 hours of training annually. A provider should contact the Legally-Exempt Specialist at COI or ask the sponsor for details on how to earn the "enhanced rate." The "enhanced rate" does not coincide with a providers CACFP agreement. However, CACFP-approved trainings count towards earning the "enhanced rate."

Helpful Links

Minute Menu-online tool for recording menus and attendance

www.minutemenu.com

CACFP-New York State CACFP website includes forms to download, policy memos, and other information on CACFP.

www.health.ny.gov/CACFP

Let's Move! Child Care- "Giving child care and early education providers the tools to help children develop healthy habits for life."

www.healthykidshealthyfuture.org

Eat Well Play Hard in Child Care Settings

www.health.ny.gov/prevention/nutrition/cacfp/ewphccs.htm

QUALITYstarsNY; a winning beginning for all our children

qualitystarsny.org/index.php

Choose My Plate

www.choosemyplate.gov

Eat Smart New York

www.otda.ny.gov/programs/nutrition/

Core Nutrition Messages for Healthier Food Choices

<http://www.fns.usda.gov/core-nutrition/core-nutrition-messages>

Child care regulations

ocfs.ny.gov/main/childcare/daycare_regs.asp

Termination for Convenience

TERMINATION for CONVENIENCE can be initiated by the provider or the Chautauqua Child Care Council, for the following reasons:

1. PROVIDER:

- a. Personal Reasons
- b. Financial Reasons
 - The provider must be in good standing related to CACFP requirements, not in “serious deficiency” status.

2. SPONSOR:

- a. Financially non-viable
- b. Provider moved outside of service area.

There will be no appeal rights when a provider or sponsor terminates their agreement for convenience.

Serious Deficiencies

The Chautauqua Child Care Council will make every effort to work with providers to resolve any problems that may arise. However, there are times when certain actions must be taken to resolve problems. The following are considered “serious deficiencies” according to CACFP regulations and could lead to **Termination for Cause**:

1. Submission of false information on CACFP applications and forms (CACFP-3705, DOH-4161)§226.16(l)(2)(i).
2. Submission of false claims for reimbursement §226.16(l)(2)(ii).
3. Simultaneous participation under more than one Sponsoring Organization §226.16(l)(2)(iii).
4. Non-compliance with the CACFP meal pattern §226.16(l)(2)(iv).
5. Failure to keep required records §226.16(l)(2)(v).
6. Conduct or conditions that threaten the safety of a child(ren) in care, or public health or safety (imminent threat to health and safety §226.16(l)(2)(vi).
7. A determination that the day care home has been convicted of any activity that occurred in the last seven years and that indicate a lack of business integrity §226.16(l)(2)(vii).
8. Failure to participate in training §226.16(l)(2)(viii).
9. Any other circumstance related to non-performance under the agreement (CACFP-3705), as specified by the sponsor or NYS CACFP (e.g., policies related to CACFP) §226.16(l)(2)(ix).

If a provider is found “Serious Deficient”, the Chautauqua Child Care Council will take the following actions:

Notification of Serious Deficiency

If the Chautauqua Child Care Council identifies a problem of non-compliance, the Council will send a Serious Deficiency Notice to the provider by certified mail/return receipt. The notice will:

- Identify all serious deficiencies
- Inform the provider that corrective action must be taken as of a specific date.
- Inform the provider that CACFP payments will continue during the serious deficiency process.
- Inform the provider that if corrective actions are not taken, the Council will propose to terminate the provider’s agreement for cause and disqualify the home and the provider. The Council will send the CACFP Home Unit, NYSDOH, and the Office of Children and Family Services (OCFS) a copy of the notice.

If the provider corrects the serious deficiencies, the Council will inform the provider by certified mail/return receipt that:

- The corrective actions taken are acceptable.
- The notice of serious deficiency will be temporarily deferred.

Termination and Suspension

Proposals to Terminate:

If the provider fails to make corrective actions and permanently correct serious deficiencies, the Chautauqua Child Care Council will send a letter to the provider by mail/return receipt that:

- Informs the provider that they propose to terminate the provider's agreement and disqualify the home of the provider.
- Explains the reasons for termination.
- Informs the provider that CACFP payments will continue during the appeal process up to the date of termination.
- Explain the procedure for appeal.

If the provider appeals the proposal to terminate and wins the appeal, the Chautauqua Child Care Council will inform the provider by certified mail/return receipt that:

- The home's agreement is not terminated.
- The provider is not disqualified, and can continue to claim for eligible meals served (payments are not stopped during this process).

Suspension and Proposal to Terminate:

Suspensions can occur when there is imminent threat to the health or safety of children, or the public at large. Once the ***Serious Deficiency is determined by the Office of Children and Family Services or the Chautauqua Child Care Council***, the Chautauqua Child Care Council will take action that is consistent with the recommendation or requirements of the OCFS and the following steps will be taken:

1. Suspension Notice to the home.
2. Immediately the licensing authority will be notified.
3. Identifies all serious deficiencies that constitute the imminent threat.
4. Informs the provider that CACFP participation is suspended as of the date of notice.
5. Proposes to terminate the provider's agreement for cause.
6. Proposes to disqualify the home and the provider.

When the Chautauqua Child Care Council proposes to terminate the provider's agreement and suspend participation and payment. Notification to the provider by certified mail/return receipt will:

- Describe the threat to health and safety, or identify it as a serious deficiency.
- Notify the provider that participation and payments are suspended as of date of letter.
- Recommend that the provider continue serving meals and keeping records until after appeal.
- Describe the procedures for an appeal.

Termination and Suspension (continued)

If the provider appeals the suspension and proposal to terminate, and wins the appeal, the Chautauqua Child Care Council will inform the provider by certified mail/return receipt that:

- The home's agreement is not terminated.
- The provider is not disqualified, and can claim for eligible meals served during suspension.

Termination:

If the provider does not appeal the suspension and proposal to terminate, or the provider appeals and loses the appeal, the Chautauqua Child Care Council will issue a notice of termination and disqualification by certified mail/return receipt. The notice must inform the provider that:

- The home's agreement is terminated for a cause.
- The provider is disqualified and placed on the National Disqualified List.

If there are any termination/disqualification actions, NYSDOH will add the home and the provider to the State agency list and will inform USDA to add the home and the provider to the National Disqualified List. **Please note:** The provider will remain on the National Disqualified List for a period of seven years. If the provider owes a debt after seven years, the provider will remain on the list until the debt is repaid.

Appeal Procedure

A. As a provider participating in a locally sponsored Child and Adult Care Food Program you have the right to appeal decisions made by the Director of the Chautauqua Child Care Council and Administrator of the Child and Adult Care Food Program to suspend, terminate or disqualify your participation in CACFP.

1. You have the right to retain legal counsel, appear yourself, or someone else may appear at the appeal on your behalf, such as your accountant.
2. All documentation supporting the suspension, termination, or disqualification is available to the provider.
3. All documentation supporting the suspension, termination, or disqualification is available to the provider.
4. All documentation supporting the suspension, termination, or disqualification is available to the provider.
5. All documentation supporting the suspension, termination, or disqualification is available to the provider.

B. Your hearing official will be the Department head of Nutrition and Health Services for Chautauqua Opportunities, Inc.

1. The hearing entity must be impartial and independent of the Child and Adult Care Food Program.
2. The hearing official will not have been involved in any decision on any adverse action as described in the Policies and Procedures for CACFP participants.
3. The hearing official has the right to request the provider's documentation that will be used at the hearing.

C. Actions that require appeal rights:

The following actions require sponsors to offer the opportunity for an appeal.

- 1.) Proposed termination and/or disqualification
- 2.) Suspension for health and safety threat

D. In order for you to make your appeal, you must complete the following steps:

1. Your request for appeal must be in writing and sent to the Chautauqua Child Care's CACFP office within **15 calendar days** from the date you received your notice of suspension or termination. If your appeal arrives later than 15 calendar days from the date of your notice, it will be disallowed. The termination or suspension will stand as final.

Appeal Procedure (continued)

2. The burden to state your case in a clear and precise way is placed on you, the provider. The appeal should contain any and all documentation addressing the reason(s) and a plan to insure that no further infractions will occur. You should include:
 - a. Proof that the reason for the suspension or termination has been corrected
 - b. A corrective action plan completed by the provider

E. Sponsor Role in the Appeal Process

1. Sponsor will send notice of suspension or termination to provider with Return Receipt Requested. If the provider refuses to sign the request, the 15 day calendar rule to request an appeal starts 5 days after the letter is sent to the provider.

*** A copy of all correspondence to the provider is forwarded to NYS DOH CACFP ***

2. If the provider requests an appeal, the hearing official will send the provider a letter confirming that the request was received within 5 business days.
3. The provider has 30 days from the date of the notice of suspension or termination to submit all documentation to support their argument.
4. If the provider wishes to have legal council or her/his accountant present, the provider must state this in the letter to the hearing official. A date and time for the proceeding will be established by the hearing officer and representative for the provider.
5. The hearing official will render a decision "in writing" within 60 days of the original notice being sent to the offending provider. The hearing official may request further monitoring during the appeal process.

*** A Copy of the Final Decisions Will be Forwarded to NYS DOH CACFP***

F. Payment of Claims During the Appeal Process

A day care home provider may continue to keep menus and attendance records during the suspension and appeals period. If the appeal is upheld, the records kept during that period cannot be paid. If the appeal is decided in the day care provider's favor, payment will be made for eligible meals served during the time of suspension and during the appeals process. **Claims will be paid as long as the claim is submitted within the required timeframes.**

However, there may be circumstances that do permit withholdings of payments until the problems are resolved. The conditions for the serious deficiency ultimately may require the provider to repay CACFP funds.

Appeal Procedure (continued)

1. If the provider should lose the appeal, his/her name and the finding of the Hearing Official will be sent to NYS DOH CACFP, where the provider will be placed on the National Disqualification List for providers. A provider on this list may not participate in the Child and Adult Care Food program anywhere in the United States.

*** These policies and procedures are effective March 14, 2014 and thereafter until superceded. All newly participating providers shall be provided with a copy of the policies prior to their enrollment. Chautauqua Opportunities, Inc. will maintain a record of the date when policies were given to each provider.**