



Child & Adult Care Food Program

CACFP

Chautauqua Child Care Council

Policies and Procedures Handbook

Sponsor Agreement # 01903

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Where Healthy Eating Becomes a Habit



CHILD & ADULT CARE FOOD PROGRAM

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Benefits of the CACFP

Welcome to the Child and Adult Care Food Program (CACFP)! By serving meals and snacks that meet USDA standards, providers can receive reimbursement for up to two meals and one snack or two snacks and one meal per day per day care child. If providers meet certain requirements, they can also be reimbursed for meals and snacks served to their own children when day care children are present.

Here are some of the many benefits of the CACFP:

- Children are served healthy and nutrient-rich foods to help them form healthy eating habits that can follow them through adulthood.
- Parents are assured 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.
- The Chautauqua Child Care Council (a program of Chautauqua Opportunities, Inc.) is a CACFP sponsor agency and offers FREE yearly training opportunities for CACFP participants. Participants in the CACFP must attend one hour of nutrition training a year. Participants are also required to watch the Civil Rights video yearly found on the Chautauqua Opportunities, Incorporated (COI) website: www.chautauquaopportunities.com.
- CACFP participants receive 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. Meals and snacks that have the required “components” are “creditable” meals that qualify for reimbursement.

Helpful Definitions:

Component – is a category of foods, and there are 5 components in the CACFP:

1. Meat/Meat Alternate Component
2. Vegetable Component
3. Vegetable/Fruit Component
4. Bread/Grain Component
5. Milk Component

Breakfast consists of 3 components: a **milk, fruit/vegetable or 100% juice, and bread or grain component**. Up to three times a week, a bread/grain component can be substituted for a meat/meat alternate.

Lunch and **Supper** require 5 components: **milk, bread/ grain component, meat/meat alternate (such as fish, cheese, eggs, tofu), vegetable and vegetable/fruit**.

At **snack** time, providers must choose 2 different categories from the following: milk, meat/ meat alternate, bread or grain, vegetable, fruit or 100% juice.

Although children must always have access to water, water is NOT a creditable component of a meal or snack. For example: crackers and water would NOT be a creditable snack, but crackers and milk is a creditable snack. Another example: low-fat string cheese, apples and water would be a creditable snack.

Milk, not water, must be served with breakfast, lunch or dinner.

At least 1 whole grain product must be part of a snack or a meal at least once a day.

Creditable Food – is a food that is permitted to be served in the CACFP.

Creditable Meal or Snack – is a meal or snack that contains the required number and type of components and qualifies for reimbursement.

Claims are the total creditable meals and snacks and attendance that have been recorded daily during the month. Claims must be submitted by the 5th of the month to the sponsoring agency. The sponsoring agency will process the claims so that participants can be reimbursed.

All participants in the CACFP will receive the “**Crediting Foods in CACFP**” booklet which lists foods that can and cannot be served to children. Participants will also receive “**Child Meal Pattern**” and “**Infant Meal Pattern**” handouts along with other helpful tools.

Recording Meals and the Reimbursement Process

How Do I Record My Meals and Attendance?

A provider has two options for recording meals and snacks and attendance:

- **KidKare.com** - using a computer, a smart phone or a tablet, the child care provider records menus and attendance online. KidKare.com is FREE to providers who participate in the CACFP with the Chautauqua Child Care Council. There is an extra accounting feature in KidKare.com that providers may select, but this feature is **optional**, and a fee is charged to the providers.
- **Daily Meal Worksheets** – providers who prefer not to use electronic means to record meals and attendance can use Daily Meal Worksheets which are supplied by the sponsoring agency. The provider writes down the food served at each meal and indicates at which shift the meal or snack was served. Then, the provider checks the child's attendance, checks which meals and snacks the child was served, and records the child's in/out times. In addition, the provider completes a Claim Information Form (CIF) each month and indicates if there was no school, a child was ill on a school day, etc.

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

Claims must be received by the CACFP staff by **the 5th of every month**. For example, a March claim is due by April 5th.

Each claim is then reviewed and processed to ensure that meals are creditable and that enrollment records for children are up to date. **Please Note: it is the provider's responsibility to ensure that enrollment records are kept current.** Providers using Kidkare enroll new children by electronic enrollment forms (or eforms), and the sponsor sends out eform renewals to parents when a child's annual enrollment is due. Providers should be monitoring that parents are returning re-enrollment forms.

Claims are sent to the New York State Department of Health (NYS DOH) CACFP generally by the 10th of each month following the claim month. After COI receives payment from the NYS DOH for the claim, checks or direct deposits are issued to providers. Checks issued to providers must be cashed within a specified number of days as indicated on the checks.

A Provider's Agreement with the CACFP

When enrolling in the CACFP, the provider and the sponsor will complete a form called the **“Continuous Application and Agreement”** (form no. CACFP-3705.) This form is a provider's contract with CACFP and includes information such as hours of day care operation, tier qualifying information and meal times. The sponsor will send this form to the NYS DOH for approval before a provider can receive reimbursements.

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

Providers are responsible for notifying the sponsor about changes in their meal or snack serving times or any changes in their day care days and/or hours of operation, etc., recorded on the **Continuous Application and Agreement**. It is important for CACFP staff to know a provider's meal service times to ensure that monitoring visits are conducted at meal and snack times.

License/Registration/Notice of Enrollment

Each provider must ensure that the sponsor agency has a current registration for Family Child Care providers or a license for Group Family Child Care Providers or a Notice of Enrollment (NOE) for Legally-Exempt child care providers.

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

Reimbursement Rates - Tier 1 or Tier 2

Reimbursement rates for meals and snacks are either Tier 1 or Tier 2. Tier 1 is the higher reimbursement rate. A provider may qualify as Tier 1 by area school, census, categorical eligibility or income. If a provider does not live in a census or school district area that qualifies him/her for a Tier 1 reimbursement rate, the provider may qualify by categorical eligibility or income. To find out, the provider must complete a **“Letter to Households/ Income Eligibility Form Family Day Care Home Provider”** (DOH-4161) and meet the family size and income guidelines.

Am I Eligible to Claim My Own Children?

A Tier 1 provider may also be eligible to claim her/his own children. The provider must complete the DOH-4161 form 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.**

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 the form is not in the file before the claim is processed.

A foster child is eligible for Tier 1 meal reimbursement. A DOH-4161 must be completed for the foster child. In addition, a form from the foster agency documenting that the child is a foster child is required.

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 "**Letter to Households/Income Eligibility Form Tier II Day Care Home Participant**" (DOH-4160) issued to the families of the children in their care. 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.

Meals may be claimed only 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.

Daily Menu and Attendance Records

What should my daily records include?

A Provider must keep meal menus and attendance records up to date **DAILY**. **This requirement is very important. Attendance and what is served at each meal MUST be recorded daily. Failure to do so means providers will not be paid for certain meals and snacks.** For instance, if a monitor goes to a provider's home on the 14th of the month, and no meals/snacks have been recorded yet - either on paper or in Kidkare - the provider will not be paid for any meals or snacks served from the 1st through the 13th of that month.

- 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.

How Do I Submit Menu and Attendance Records Each Month for Reimbursement?

Menu/attendance records must be accurate and legible. They can be submitted through the online KidKare.com program or by mailing or dropping off written menu forms to:

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

The daily records kept by the providers are required documentation to receive meal reimbursements. 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.
- Menu/Attendance records received after the 5th day of the following month will be late and **will not** be included in the original claim. Menu/Attendance records received after the 5th of the month will go into an adjusted claim, and reimbursement will be delayed accordingly.

Can I Plan My Menus Ahead of Time?

Providers are encouraged to plan out the meals to be served during care hours in advance. Planning meals ahead of time can save a provider time and money on grocery bills. However, a provider must **NOT** fill out 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 the substitution to the Child Meal Pattern, must have a statement from a physician listing the problem food items and what food items should be substituted or avoided.

Claims Must Be Submitted On Time

NO menu/attendance records will be accepted for reimbursement after sixty (60) days from the last day of the month for which reimbursement is being claimed.

Menu and Meal Service Regulations

Acceptable Meal times are:

Breakfast: no later than 9:30 AM
Lunch: 11:30 AM - 1:30 PM
Dinner: 5:00 PM - 7:00 PM

Per Federal regulations, you may claim no more than 2 meals and 1 snack or 1 meal and 2 snacks per child per day.

How Do I Record Combination Dishes such as Pizza?

Menus: Record all meal components separately. This is especially true when using combination dishes such as ravioli, spaghetti, pizza, stew, goulash, chili, soup, etc. Menus that are not recorded separately, so that the components can be easily identified, **will not** be reimbursed. **Combination dishes can only count for 3 components.**

For example, if a provider served pizza, green peppers, apple slices, and milk at lunch to a group of 3-5 year old children, he or she would record the components and mark the attendance:

Meat/Alt:	1 ½ oz. Mozzarella Cheese
Grain/Bread:	1 slice pizza crust
Vegetables:	1/2 cup peppers (Pizza sauce and tomato sauce CANNOT be counted as a vegetable when served on pizza.)
Vegetables/Fruits:	¼ cup apples
Milk	¾ cup 1% milk

Menus should reflect a variety of foods. Offering a variety of foods helps to assure that you are meeting children's daily nutritional needs.

Using the same menu everyday is unacceptable. Reimbursement will only be given on the first day. This is especially true when snacks are served.

A different menu **must** be prepared when serving lunches and dinners. If there is not a different menu served for lunches and dinners, reimbursement will only be given to one of the meals. No exceptions.

Enrolling Children and Infants in the 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, Legally Exempt providers may be eligible to participate in the CACFP.

CACFP enrollment forms are required for each child and must be renewed annually. **The child enrollment forms must be signed by the parent and the provider.** Enrollment forms (Eforms) are generated electronically for providers who use Kidkare or on paper if the provider uses written menus.

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

- Child's name, date of birth, gender, ethnic and racial information.
- Parent or guardian's name and signature and the date that they sign the form.
- Complete address (including an email address unless the parent does not receive email) and telephone number or emergency number for parent or guardian.
- Date of enrollment into CACFP.
- Child's scheduled days and hours in day care.
- Meals served to each child.
- Any special dietary needs which may require a physician's statement.
- School information if a child attends school
- An "Infant Feeding Statement" if a child is under 1 year old.

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's enrollment form is received after the month claimed, is missing or expired.**

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 submitted to the Chautauqua Child Care Council **before** claiming the child(ren) on the menu/attendance form.

Providers who are Legally Exempt or Registered/Licensed who are approved to do so, may offer 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.

Enrolling Infants

Children ages birth to 1 year old need to have an infant feeding statement on file with the sponsoring agency. The infant feeding statement indicates whether the provider or parent will supply the food or the breastmilk/formula. Providers must offer an iron-fortified formula, but the parent has the right to choose and supply a different formula. Parents can supply both the formula and food until the child turns 6 months old. Once a child turns 6 months of age, the provider must supply either the food or the formula in order to continue to be reimbursed for the infant's meals and snacks.

Monitoring Visits

Monitoring visits are an important part of the CACFP. The Chautauqua Child Care Council is required by federal regulations to monitor the child care providers who participate in the CACFP.

These visits will be conducted at **least three times each year** for every CACFP participant. At least two of the required three visits must be unannounced (no prior notice given). At a minimum, one of the unannounced visits must include observation of a mealtime. All monitoring visits will be made during day care meal hours. New providers to CACFP must have one additional visit (called a 28-day visit) during the program's first four weeks of participation in CACFP.

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

If meal or snack time hours change, providers 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.**

Purpose of the monitoring visits:

- Review CACFP requirements: **ensure daily menu/meal count records are up to date.** If a provider does not keep daily meal count/attendance records, the provider will not be paid for those days that have not been recorded. For instance: A provider receives a monitoring visit on the 6th of the month but did not record meals/attendance for the 1st, 2nd, and 4th days of the month. **ALL meals and snacks on those days will be disallowed.**

At the time of visit, the provider must have meals and snacks recorded 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.**

- Check attendance records. CACFP requires all attendance records to be separate from day care attendance records.
- Observe meals.
- Distribute forms.
- Provide technical assistance.
- Check that the food storage areas (pantry, cabinets, and refrigerator) and food preparation areas are clean and sanitary.
- Make sure that the provider's home conditions are sanitary, safe and in compliance with the regulations.

Disallowances:

- ✓ Meals will not be reimbursed for the day if a CACFP monitor is not allowed to enter the licensed/registered/legally exempt child care home.
- ✓ At the time of the monitoring visit, the **cycle menu displayed for review must be current and dated.**
- ✓ Discrepancies between what the provider submits on his/her monthly claim and what is observed/recorded at monitoring visits will result in meal/snack disallowances.

Over Capacity

Providers must never be over capacity. Reimbursement will not be allowed if providers are found to be operating over capacity at the time of a monitoring visit or if found to be over capacity on Menu and Attendance Records submitted to the sponsoring agency. The provider will be reported **immediately** to the New York State Office of the Children and Family Services (NYS 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 may begin the serious deficiency process which will include a corrective action and follow-up visits.

What If a Provider is not Home?

Regulation FNS 226.18(b) 14 states that it is “The responsibility of the day care home to notify their sponsoring organization in advance whenever they are planning to be out of their home during the meal service period....if this procedure is not followed and an unannounced review is conducted when the children are not present in the day care home, claims for meals that would have been served during the unannounced review will be disallowed.” (From: https://www.ecfr.gov/cgi-bin/text-idx?SID=9c3a6681dbf6aada3632967c4bfeb030&mc=true&node=pt7.4.226&rgn=div5#se7.4.226_118)

You must call your sponsor representative, leave a message on the CACFP staff’s voice mail, call the sponsor representative’s cell phone or leave a message on your message board outside your door identifying when you expect to return.

Holiday Care

Can I claim meals on Holidays?

Some providers offer care on holidays.

The Chautauqua Child Care Council provides a form with a list of holidays. This form must be completed and signed when a new provider enrolls in the CACFP.

Meals may not be reimbursed on **holidays** unless **prior** notice is given that the provider is open on these days.

Providers should receive a Holiday schedule to be filled out, signed, and submitted annually by December 31st of the year prior to the start of the New Year.

Home visits will be made on any day and at any time the program is open including weekends and holidays and evenings.

CACFP Training Requirements

Child care providers are **required by federal regulation** to complete 1 hour of **CACFP-approved** training each year and civil rights. CACFP training sessions are available free of charge to providers who participate in the CACFP. Certificates are given for trainings.

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

The following link can be used to access **Thirty on Thursdays** trainings which are approved CACFP trainings:

<https://www.chautauquaopportunities.com/chautauqua-child-care-council/>

Providers may sign up to watch live Thirty on Thursdays webinars or watch the recorded webinars at their convenience.

In addition to CACFP training, providers must watch a civil rights video once a year that can be found online using the same link:

<https://www.chautauquaopportunities.com/chautauqua-child-care-council/>

Providers who are out of compliance will be identified as Seriously Deficient. Once identified as Seriously Deficient, a corrective action plan will be developed in which the provider will have to meet the requirement(s) or 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 or legally exempt enhanced rates.

Providers should check with their registrar or licensor or legally exempt specialist.

Legally Exempt “Enhanced Rate”

Providers who are legally exempt are eligible for a raise in pay (referred to as an “enhanced rate”) for the subsidy child care provided if he/she 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 have to coincide with a provider’s CACFP agreement. However, CACFP-approved trainings **may** count towards earning the enhanced rate.

Serious Deficiencies and Corrective Action Procedures

The Chautauqua Child Care Council must initiate action to terminate the agreement of any day care home for cause if it is determined that the home has committed one or more serious deficiencies under CACFP Federal Regulations 226.16 (1)(2)

This process does allow for corrective action and, in the case of proposed termination or suspension, an appeal.

Serious Deficiencies

Serious deficiencies for day care homes are cited in the regulations governing CACFP at 7 CFR 226.16(l)(2)(i-ix).

- (i) submission of false information on CACFP applications and/or required forms;
- (ii) submission of false claims for reimbursement;
- (iii) simultaneous participation under more than one sponsoring organization;
- (iv) non-compliance with the current CACFP meal pattern;
- (v) failure to keep required records;
- (vi) conduct or conditions that threaten the safety of a child(ren) in care, or the public health or safety (imminent threat to health and safety);
- (vii) a determination that the day care home has been convicted of any activity that occurred in the last seven years and that indicated a lack of business integrity;
- (viii) failure to participate in training; or
- (ix) 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).

If a provider is found to be seriously deficient based on one or more of the above criteria, Chautauqua Child Care Council will send a Serious Deficiency Notice to the provider, that:

- Identifies all serious deficiencies
- Specifies the corrective action that must be taken
- Establishes a deadline for corrective actions to be completed
- Notifies that a Serious Deficiency determination is not subject to appeal

No more than ten [10] days should lapse between the Sponsor's identification of a Serious Deficiency and the issuance of a Serious Deficiency Notice to the home.

All notices of Serious Deficiency must follow the NYS-CACFP letter format.

The CACFP Specialist has the authority to sign the Serious Deficiency Notice.

Corrective Action

A corrective action must ensure prompt and permanent resolution of the problem(s) and must be completed in **30 days or less**. If the provider completes the appropriate corrective action in the period specified, the serious deficiency will be temporarily deferred indicating that no further action will be necessary.

TERMINATION PROCEDURES

If the provider fails to document or permanently correct the serious deficiency, a Notice of Proposed Termination and Disqualification will be sent to the day care home. This will inform the provider that:

- They have **15 days** from the receipt of the notice to request an appeal of the proposed termination in writing
- Failure to request an appeal in writing within 15 days will result in the Chautauqua Child Care Council issuing a notice of termination and disqualification
- Termination, either voluntarily or following the loss of appeal, will result in disqualification from future CACFP participation.

When disqualified, a provider's name is placed on the National Disqualified List. While on the list, a provider is unable to participate in the CACFP as a day care provider, as a principal employee in any CACFP sponsor or child care facility.

A provider will remain on the list for seven years after the date of disqualification. If any debt relating to the serious deficiencies has not been repaid, the provider will remain on the list until the debt has been repaid in full.

SUSPENSION PROCEDURES

A provider will be suspended from the CACFP if it is determined that there is an imminent threat to the health or safety of children or the public at large.

A provider that is suspended from participation does not have the opportunity for corrective action.

The provider will be sent a Suspension Notice, that:

- Identifies all serious deficiencies that constitute the imminent threat
- Informs them that CACFP participation is suspended as of date of notice
- Proposes to terminate the provider's agreement for cause
- Proposes to disqualify the home and the provider
- Outlines the procedures for appealing the suspension, proposed termination, and disqualification

APPEAL PROCEDURES

A provider may request an appeal when the Chautauqua Child Care Council issues a notice of Proposed Termination for Cause and Proposed Disqualification or a Suspension Notice. **A provider cannot appeal a serious deficiency determination. A provider may ask to review the entire record on which the suspension or the proposed termination was based, and refute the basis for these actions in writing or request an in-person hearing.**

A request for an appeal must be made to the Chautauqua Child Care Council CACFP Hearing (Review) Official, CACFP Specialist within **15 days** from the receipt of the Notice of Proposed Termination and Disqualification, or a Suspension Notice. This request must:

- Include all documentation that the provider wishes to use to support their appeal
- Include a request for copies of Chautauqua Child Care Council documentation if applicable
- Specify if the provider wants an in-person hearing and if they choose to be represented by another individual, who that individual will be.

The hearing (review) official must be independent and impartial and make their decision based only on information provided by the Sponsor and the Provider and on Federal and State laws, regulations, policies, or procedures. The hearing official will render a final decision no more than **15 days** after the in-person hearing or no more than **15 days** from the receipt of the appeal request and any supporting documentation, if an in-person hearing is not requested.

In the case of termination and disqualification, if the provider wins the appeal, the Chautauqua Child Care Council will send a Removal of Proposed Termination and Disqualification Notice. This will inform the Provider that:

- The provider's Serious Deficiency has been temporarily deferred
- The provider's agreement is not terminated
- The provider is not disqualified, and can continue to claim eligible meals

If the provider loses the appeal or fails to appeal, the Chautauqua Child Care Council will send a Notice of Termination and Disqualification. This will inform the provider that:

- The provider's agreement to participate in CACFP is terminated
- The provider is disqualified from future participation effective the date of the hearing decision
- Provider's name will be placed on the National Disqualified List

Status of Program Payment

During the serious deficiency process, a sponsoring organization must continue to pay a day care home's valid claims. The Sponsoring organization must continue to pay any valid claims for reimbursement for eligible meals served until the serious deficiency is corrected or the day care home's agreement is terminated, including the period of any appeal.

In the case of a Suspension, no claim will be paid during the suspension period beginning with the date of the Suspension Notice.

If the provider wins the appeal to a suspension, any eligible meals claimed during the suspension period will be paid. A provider must continue to maintain records of menus, meal counts, and attendance for a claim to be paid if an appeal is won.

Re-Activation

CACFP regulations require that a disqualified provider remains on the National Disqualified List unless it is determined by the Chautauqua Child Care Council, NYS CACFP, and USDA that the serious deficiencies have been corrected, for seven years or until any outstanding debts are repaid, whichever is longer. When both the seven years have elapsed and the debt repaid, the provider will be removed from the National Disqualified List.

Revisions

August 2022—tagline changed

December 2022—Updated Serious Deficiency Policy and Procedures and Appeal Procedures

