Ohio | Department of Education

John R. Kasich, Governor
Michael L. Sawyers, Acting Superintendent of Public Instruction

TO: Child and Adult Care Food Program Sponsors – Family Day Care Homes

FROM: Thomas E Saunders, CACFP Consultant

DATE: October 1, 2012

SUBJECT: CACFP Application Renewal Instructions for FY2013

It is time again for your agency to renew the Child and Adult Care Food Program (CACFP) application to continue to receive reimbursement for meals served to participants in fiscal year 2013. This memorandum provides application renewal instruction and guidance for Family Day Care Homes sponsoring organizations currently participating in the CACFP.

The application renewal will be effective October 1, 2012. **The online Claims, Reimbursement and Reporting System (CRRS) renewal application needs to be updated and all requested supporting documents are due on or before October 31, 2012.** There will not be any loss of funds if reapplication and submission of requested documentation is completed by the due date. If the renewal application and submission of requested documents is not timely, your application approval will not be **retroactive.**

The FY2013 application renewal process is completed electronically through the Claims Reimbursement and Reporting System (CRRS). After logging in, click APPLICATION on the menu on the left side of your screen, click Sponsor Application (not View Application) and click Program Year 2013. **Do not click 2012 and make revisions to the 2012 application.** Click "add" new application to begin the application renewal process. Some of the information in the system for FY2012 will roll over into the FY2013 application. **Carefully review** all information associated with the green GO buttons for Authorized Signatures, Sponsor Application, Governing Board, Family Day Care Budget, Family Day Care Management Plan and Supporting Documents and make needed changes; always SAVE or submit the information.

**AUTHORIZED SIGNATURE**

Click on the Authorized Signature GO button, review the individuals your organization has determined to be authorized to make decisions and sign documents for the CACFP. Update all required information. **"NEW"** you must now include birth dates for all Authorized Signers.

**SPONSOR APPLICATION**

Click on the Sponsor Application GO button, review all pages of the Sponsor Application, update all contact names, addresses, phone and fax numbers and email addresses. "**NEW"** under Type of Business, select the number of LLC (Principles), Partnership (Owners) or Corporation(Officers) from the drop down box.

Read Sponsor Certification - when you click the box, you are affirming that you have read and agree to abide by all of the Certifications.

**GOVERNING BOARD – IMPORTANT NEW INFORMATION**

Click the **Governing Board GO** button. All board members must be listed - update all information requested, name, address, phone number and board position held. USDA has provided a definition for a Governing Board, Non-profits must have a board that meets regularly and have the authority to hire and fire the institutions Executive Director (Director, or Administrator). This means the Executive Director (Director, or Administrator) **cannot** be President (Chairperson) of the board, and the other two mandatory members cannot be related to each other or be other administrative staff.

**FAMILY DAY CARE HOME PROVIDERS**

The provider application has had a major revision. All provider applications will roll over unapproved requiring additional information to be provided on each application:

- Number of children per type of enrollment (Public Day care, Private Pay, Own/Residential or Foster).
- Age ranges of children for each type of enrollment.
- Hours of operation.
- Number of staff available during meal service.
- Number of Shifts
- **"NEW"** Maximum Enrollment as stated on License
- If submitting an application for PPI providers they will need the same documents as an alternately approved provider as well as a copy of the Parent provider inspection form.
- Sponsors **must** request ODE to remove providers that are no longer active.
- After the rollover, NEW providers enrolled in September and planning to submit a claim for September must be entered into CRRS in both the 2012 and 2013 application.

**FAMILY DAY CARE HOME BUDGET**

Click the Family Day Care Home Budget Go button. You must submit a FY2013 Budget**;** the CRRS program will determine the potential administrative reimbursement based on the number of providers. Complete all of the supporting information (linked from each line item to support your estimated costs). The information from the supporting pages will be rolled into the front page for each line item.

- Refer to FNS 796-2 REV 3 for allowable and unallowable cost. If the SA denies a line item or portion of the line item, appeal procedures will be provided to the sponsor at that time.
- Refer to FNS 796-2 REV 3 for cost items that require SA prior written approval. If requesting an item that needs prior written approval, send the request to the SA, include what the item is, why it is needed and the estimated cost (with supporting documentation). The SA will review and, if approved, will provide notice of the approval. If not approved, notice will also be given as well as appeal procedures. If the sponsor does not provide a prior written approval request for a line item that requires one, the SA will deny the line item, and you will be notified and appeal procedures will be provided.
- Send to the SA a copy of the agency Cost Allocation Plan and all supporting documentation for all line items. Send to: Tom Saunders, Consultant, Office for Child

Nutrition, Ohio Department of Education, 25 S Front Street, Mail Stop 303, Columbus, OH 43215

- All costs must be reasonable and necessary. There is a 3% cap on salary increases.
- Any line item that is not approved by November 30, 2012 will be denied. It is the sponsor's responsibility to send in all required supporting documentation; the state agency will not make multiple requests for the supporting documents.
- Stephen Proudfoot, External Auditor, will be reviewing all supporting documentation for budget approval.

If you cannot locate your copy of the Financial Management Guide FNS Instruction 796-2 REV.3, one can be downloaded from the ODE website:
http://www.ode.state.oh.us/GD/Templates/Pages/ODE/ODEDetail.aspx?page=3&TopicRelationID=486&ContentID=538&Content=71384

**FAMILY DAY CARE HOME MANAGEMENT PLAN**

The Family Day Care sponsors must demonstrate they are financially viable, administratively accountable and capable of managing the CACFP.

- Financially Viable: have adequate financial resources to operate the CACFP on a daily basis, has adequate sources of funds to withstand temporary interruptions in Program payments and/or fiscal claims against the institution and can document financial viability through audits, financial statements, balance sheets, etc. (226.6(b)(1)(xviii)(A)).
- Accountable: must have internal controls and other management systems in effect to ensure fiscal accountability and to ensure that the Program will operate in accordance with the requirements of the regulations (226.6(b)(1)(xviii)(C)).
- Capable: appropriate and effective management practices must be in effect to ensure that the program operates according to regulation (226.6(b)(1)(xviii)(B)).

Click on the Family Day Care Home Management Plan GO button. For FY2013, all Family Child Care Sponsors must update the information included in the FDCH Management Plan. Review your previous responses, edit or update your responses to the questions. On each page you will be given the opportunity to SAVE or CONTINUE to the next page. This feature allows you to stop (by saving the information) and continue at a later date or to continue working as time permits. **Remember to SAVE the entries you have completed**. All questions must be responded to; responses must be accurate and thorough. Unacceptable responses include but are not limited to: "will send to ODE" or "see another response."

Part I: Financial Viability

- Page 1 County Provider Counts – update the number of providers currently enrolled in each county.
- Page 2 Need/Recruitment – review and revises all questions to reflect your current practices.
- Page 3 Fiscal Resources/Financial History
    1. Question 4 "**List the total revenue of your organization broken down by source…ETC"** must be updated to reflect FY2013 information.
    2. Question 6 "**List the publicly funded programs (federal, state, or local)…ETC"** must be updated to reflect FY2013 information Part II: Organizational Capability.

Part II: Organizational Capability

- Page 4 Organizational Capability
    1. Question 1: Update the Organizational Chart as necessary
    2. **B. CACFP Staffing Plan** Question 1: Update as necessary.

Part III: Internal Controls

- Page 5 Fiscal Accountability –Section 1
- Page 6 Fiscal Accountability –Section 2
- Page 7 Operations - Provider Training
    1. Question 1: Update Provider Training Plan for Current Fiscal Year
- Page 8 Operations Staff Training
    1. Question 3: Update Staff Training Plan for Current Fiscal Year
- Page 9 Operations - Monitoring
    1. Question 1: Update Monitor Chart
    2. Question 5: What is the maximum number of providers your organization will allow a monitor to manage – Note: 226.16(b)(1) – a sponsoring organization of day care homes must employ the equivalent of one full-time staff monitor for each 50 to 150 day care homes it sponsors.
- Page 10 Operations – Record Keeping
- Page 11 Operations – Eligibility and Income
- Page 12 Operations – Civil Rights Procedure

**"NEW" FAMILY DAY CARE HOME MONITORS**

Click the Family Day Care Home Monitors Go button. Complete questions 1-10 and check box to certify information is true and accurate.

**SUPPORTING DOCUMENTS**

- **MEDIA RELEASE:** You will need to submit a Media Release (prototype provided in this packet). Sponsors will need to maintain a copy on file with their 2013 program documentation.

**REMINDERS:**

- Our office must have current and accurate documentation on file to support provider certification. Provider application information on CRRS must match actual certification documentation, and reflect how the provider manages her business and care for enrolled children. .

- Provider transfers between sponsoring organizations are only permitted during October (except for extenuating circumstances). Be sure to submit any Provider Transfer forms to the State Agency.

- Be sure your agency's current email address, mailing address and program contacts are correct in the CRRS application; this includes authorized signatures and board members. This information is utilized for mailing both hard and electronic copies.

- Send requests for written prior approval to: Tom Saunders, CACFP Consultant, Office for Child Nutrition, Ohio Department of Education, 25 S Front Street, Mail Stop 303, Columbus, OH 43215

- Send a copy of the agency Cost Allocation Plan and all budgetary supporting documents. Send to: Tom Saunders, CACFP Consultant, Office for Safety Health and Nutrition, Ohio Department of Education, 25 S Front Street, Mail Stop 303, Columbus, OH 43215

- If you have changed your Tax ID number or moved to a different address and have not contacted the State agency, please contact our office immediately.

- If you have questions, please call our office at 614-466-2945 or 1-800-808-6325; identify the CACFP IRN# and the agency's county so we can direct the call to the appropriate consultant for optimal assistance.

Thank you for your continued efforts to provide nutrition services to Ohio's children.

Enclosures: FDCH Media Release, Building for the Future Flyer (English and Spanish), Varied timing of Unannounced Monitoring Review Memo, ODE Fluid Milk Memo, Items Needing Prior Written Approval, Appeal procedures

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