

Food for Kids, Inc Day Home Handbook

The Child and Adult Care Food Program

**Sponsoring Daycare Homes, Childcare Centers, Adult Care Centers,
At-Risk Sites, and Emergency Shelters in CACFP**



2743 Smith Ranch Rd Unit 502 C Pearland, Texas 77584

713-669-9302 ofc 713-669-0022 fax

www.foodforkidstexas.org

Food For Kids, Inc

Food for Kids, Inc welcomes you to CACFP, and our team. As a team, we will help maintain the integrity of the food program.

Please send all mail to: 2743 Smith Ranch Rd. Unit 502 C
Pearland, TX 77584

Phone number: 713-669-9302
Fax number: 713-669-0022

Your office representative is: _____

Email address: _____

Helpful reminders:

Meal Times (beginning and ending):

Breakfast _____ AM snack _____ Lunch _____ PM snack _____ Supper _____ Eve. snack _____

Enrollment paperwork:

- All new enrollment forms are due by the last working day of the 25th of the month in which the child started.

Due date for filing claim electronically:

- You must review your claim to assure everything is correct and submit it by the 2nd of the following month that you claim (the Friday before if the 2nd is on a Saturday, Sunday or holiday).

Menus:

- We recommend that you plan your menus in advance; however, you may record them daily, but no later than the end of the day in which you served that menu.
- Name all foods, be specific. i.e. beef wiener, wheat bread, corn

Attendance form:

- You must never record attendance in advance
- You may mark attendance at point of service (recommended), or at the end of the day.
- If a child came in after meal service, didn't eat what menu shows or does not eat in group, you cannot claim the meal.

Meal service:

- Serve at meal service times, (exactly at the time you have on your agreement).
- Serve all required components,
- Serve all the required amounts,

- Serve all components at the same time,
- Serve all children the same food (except for infants),
- Make sure you make correction on your menu, if necessary,

CN Labels:

- Legible copies of any food combination product that requires a CN label must be in the office before you submit your claim. You only need to send the CN label once, unless you change brands of products.

Monitoring visits reminders:

We will conduct the first monitoring visit, within the first 28 days that you start participation in the food program, during all visits, we will check:

- Your meal service times are at the time agreed on your agreement,
- All children present are enrolled in the food program,
- CN label are kept on file.

Meal time changes:

- If you wish to change a meal time, you must send us a written request to do so, remember the time change will start the first day of the following month in which we received your request.

Call office when:

- Your day care will be closed,
- You will not be serving a meal at the time on your agreement,
- You will be out of your home, either for personal matter or daycare matter; and therefore, you will not be at home during meal time.
- No non-residential children in care.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

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Help Maintain the Integrity of the Food Program

Welcome, & Instructions

Food for Kids welcomes you to CACFP, and our team. As a team we will help maintain the integrity of the food program.

These procedures are in place to ensure that your center maintains the integrity of the “Food Program”

Contact Food for Kids for any additional training or technical assistance as needed at 713-6969-9302 or www.foodforkidstexas.org .

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Food for Kids, Inc

A Nutritional Partnership with Providers and Parents

Parent Fact Sheet

Welcome to Food for Kids, important information to distribute

1. You must be trained to meet requirements
2. Following items must be posted

Your Reimbursement

Food For Kids, Inc. is financially responsible for all your paperwork, and your monthly claims. Your day home will operate under our sponsorship with the State of Texas and USDA. You may choose to have a check mailed or receive direct deposit.

Scientists and Nutritionist tell us that what we eat plays a major role in our leading healthy lives free of diseases like cancer, diabetes, and hypertension. Certainly, children must have balanced diets if they are to achieve proper mental, physical, and emotional growth. Your childcare provider participates in a program designed to help save balanced and nutritious meals to your child.

The Child Care Food Program is a federal program designed to insure that children in day care homes and centers receive balanced meals. Children learn good eating habits that will last a lifetime. The U.S. Congress creates the Child Care Program in 1968. Guidelines and policies come from the United States Department of Agriculture-USDA. The Food For Kids, Inc. Food Program is the local agency working directly with your child provider. We may be contacted at 5909 West Loop South, Suite 230, Bellaire, Texas 77401, (713) 669-9302, (866) 803-KIDS, or www.ffktx.org.

WELCOME TO THE PARTNERSHIP!

Once you enroll your child on the program, your childcare provider will serve meals that satisfy USDA guidelines. Requirements for meals and snacks are: Breakfast-Milk, Fruit, or Vegetable, and Bread or Cereal; Lunch/Supper- Milk, Meat or meat substitute, 2 servings of a Vegetable or Fruit and bread or Cereal; Snack-2 items from the four food groups. Certain foods like Kool-Aid, fruit punch, and chips will not satisfy USDA meal/snack requirements. If there is a medical reason your child cannot have milk or some other food item required on the program, your provider will ask that you obtain a statement from the child's physician stating the condition and recommending meal substitutes. We must keep the statement on file. Parents should not have to pay additional moneys for meals if their child is on the program. Nor should they have to bring meals for their child. Iron fortified formula for infants 4-12 months old is the only food item parents are allowed to supply. We offer nutritional training to providers. They attend workshops, take home-study courses and receive our newsletter- Setting the Table. Information is often shared with parents. All parties actively encourage children to try new and healthy foods.

CIVIL RIGHTS STATEMENT

If you feel you have been discriminated against on any of these grounds, you may lodge a complaint against the facility to USDA, Director, Office of civil rights, 1400 Independence Ave. SW Washington, DC20250 or call 800-795-3272

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

COMPLAINT PRECEDURE

Give TDHS) your name, address, and telephone. 2) The provider's name, address and telephone number. 3) The nature of the incident. 4) The basis on which the parent feels discrimination existed. 5) The names, titles, and business addresses of persons who may have knowledge of the discriminatory act. 6) The date during which the alleged act occurred. You must file within 180 days.

Updated 2023 VCK

Piece #1

Requirements of the Food Program

Requirements of monitoring visits

1. Meals served at the time on agreement.
2. Children present at the mealtime must be enrolled.
3. All records must be available for review (this includes but not limited to: attendance sheets, and menus).
4. All records must be recorded daily and meal count at the time of meal service or no later than the end of the day.
5. CN labels.

Enrollment Form

- ✓ All children must be enrolled (including infants, drop-ins, etc.)
- ✓ All enrollment forms are due by the last working day on or before the 25th of the month that the children started.

Meal Service Schedule

Your meal times are a contractual agreement; meaning you must service the meals at the times that you have agreed. You may change your times by writing a request on the summary sheet to our office. The new time will become effective the 1st of the following month.

Please remember:

- a. Three hours must elapse between the beginning of breakfast and the beginning of lunch
- b. Four hours must elapse between the beginning of lunch and the beginning supper, when there is not a snack served in between.
- c. Two hours must elapse between the beginning of a snack and a meal.
- d. You may use a different schedule for infants 11 months old and younger.

Meals Service Styles

Providers may serve meals

- As unit (cafeteria style), or
- Family style.

In either type of meal service, the provider must ensure that the minimum quantities of each meal component are available to each child. At lunch or supper, the minimum quantity of the vegetable and fruit component is the combined amount each of the two or more fruit or vegetable items that are served. In cafeteria style meal service, each child must be served at least the minimum amount of each component.

In family style meal service:

- A sufficient amount of prepared food must be placed on each table to provide the full required portions of each of the food components for all children at the table, and to accommodate adults if they eat with children;
- Children should initially be offered the full required portion of each meal component. The family style meal service allows children to make choices in selecting foods and the size of initial servings
- It is the responsibility of the provider; during the course of the meal, to actively encourage each child to accept service of the full required portion for each food component of the meal patter, e.g. if a child

initially refuses a food component, or initially does accept the full required portion of a meal component, the provider should offer the food component to the child again; and

Although we strongly encourage allowing children to serve themselves in a family style meal service, it is not required.

Retention Period

You must keep the any CACFP documents for at least three years and 90 days from the end of your final program year. You must retain all documents relating to your participation in the program, such as claims and supporting documents that are specific to a particular program year, for at least three years and 90 days from the end of the program year.

Tier I Providers

Providers qualify as Tier I if:

- Their homes are located in geographic areas shown to be low-income by school data or by census data, or
- They are determined to be low-income based on income information obtained from the provider, or
- Food stamp eligibility from provider

Tier II Providers

Providers will claim Tier II reimbursement if they do not qualify as Tier I. [Providers are category will be determined each month and are based on the tier determination of the children enrolled for child care that month.]

Training During the First Program Year

Providers must complete New Day Home Training prior to their participation in the food program. You must also have "Civil Rights" by the end of the year.

FOOD FOR KIDS, INC

Do's and Dont's

DO'S

- Always write down you name on all paperwork send to office
- Send in any new children's enrollment forms by the end of the month in which they started. Use only new enrollment form.
- Make sure all enrollment forms are completed filled out and signed by parent (the infant information must be also filled out if the child is 11 months or under).
- Must drop children that no longer attend your daycare; send in a written note (you may use the summary sheet) with the child's name and last day attended your daycare; if you claim electronically, you can drop the children yourself.
- Sign all your paperwork when needed (attendance forms, menus, etc); Print your name under your signature, when your signature is unique or not legible.
- KidKare/Minute Menu claims must be submitted by midnight on the 2nd day.
- Make copies of all food program records. You must keep these records for 4 years.
- Mark your meal counts accurately and daily; preferably at point of service.
- When sending a fax, always include a cover page, which states your name, and how many pages you are a faxing (that way we will be able to notify you if a page was missing).
- Send in CN labels for any combination product you serve by the end of the month in which you first served the food.
- Serve your meals on time (as agreed on contract).
- Send in any meal time changes in a timely manner (remember the new times will take effect the 1st of the following month).
- Have your records (menus and attendance) available for a review at all times and up to date.
- Serve the right components and correct amounts.
- Inform the office every time you will be closed or not serving a meal.
- Notify the office if you plan to move **before you move!**
- Send a copy of proof of payment to licensing when requested.
- Read all meals and correspondence from Food for Kids, Inc.
- Review your disallowance letter every month to find out if there are any issues that you need to correct.
- Respond to any Corrective Action Plans in a timely manner.
- When you call the office and we are not there; leave your full name, phone number (including area code), and a brief message. We will return your phone call as soon as we can. (Leaving 10 messages **will not** make us call you back any sooner).
- Attend all required training!!

DON'T'S:

- Don't write down your business name **instead** of your name on food program paperwork.

- Don't wait to send in new enrollment forms after you have submitted your claim. The meals for those children (new children) will be disallowed.
- Don't send in any incomplete enrollment forms. It will delay the proper enrollment of the child.
- Don't carry children that are no longer in your daycare.
- Don't send in any paperwork to the office that requires your signature **without** your signature.
- Don't mail/submit your claim late. Your claim may be denied if it's submitted late.
- Don't fax any paperwork that is too light; we will not be able to read it!
- Don't fax any paperwork without a proper cover page.
- Don't fax the same paperwork several times because you are not sure that we got it.
- Don't fax one page at a time. All pages of your claim (menus, attendance forms, enrollment forms, summary sheets) must be faxed together at once.
- Don't mark your meal counts in advance!!
- Don't mark a child's meal count if the child was not present or did not eat with the other children (because he/she was asleep at the meal time or arrived late at the daycare).
- Do not serve a combination food (chicken nuggets, fish sticks, pizza, etc) if you don't have a CN label in file for that particular food.
- Don't serve your meals at a different time from what's on your contract.
- Don't start new meal time changes **before** the 1st of the month.
- Don't forget to keep a copy of all food program paperwork. This is **not** optional!!!!
- Don't forget that your menus and attendance must be available for review at all times.
- Don't forget to serve all required components **and** to serve them at the same time.
- Don't have more children than allowed by the Texas Department of Family and Protective Services. We must notify DFPS if you are overcapacity more than once.
- Don't forget to notify the office (you may call and leave a message if we are not there; or email us) if you are going to be closed or not serving a meal. **This must be done in advance, and not once the meal time has passed!!!**
- Don't forget to inform us if you will be moving.
- Don't delete emails or throw away correspondence from Food for Kids, Inc before reading it (we actually encourage to save all emails and correspondence from us).
- Don't delay responding to any Corrective Action Plans given to you. Doing so may make you seriously deficient.
- Don't call the office and hang up several times when we don't answer. Please leave a message and we will return your phone call as soon as we can.
- Don't miss any required training.

CORRECTIVE ACTION PLAN VS DECLARATION OF SERIOUSLY DEFICIENT PROCESS FOR DAYCARE HOME PROVIDERS

A Corrective Action Plan- means that there is a non-compliance that must be corrected. You will receive a "corrective action plan" in writing (by mail or in person). The Plan will detail the items that need to be corrected. The provider must indicate **in writing** how and when the problem will be corrected. The corrective action plan states that the problem must not occur again. If the plan is acceptable, the incident is considered complete. If the provider does not respond to the Corrective Action Plan, or does not respond in a timely manner, the next step is to declare the provider "Seriously Deficient". In addition, if the provider ever repeats the incident mentioned in the original Corrective Action Plan, he/she will also be declared "Seriously Deficient".

Seriously Deficient- means the provider has demonstrated an inability or unwillingness to perform the requirement of the program. **A declaration of Seriously Deficient is not "appealable"**. The provider will receive a letter of seriously deficient and given a time frame to respond. The sponsor has to follow up until the plan is completed and closed out. If the provider resigns from the program while the seriously deficient is open, the sponsor must continue with the declaration. If the provider responds to the seriously deficient letter and the sponsor follows up with the provider, and the problem is corrected, the provider will receive another letter that states the seriously deficient declaration has been rescinded. If the provider doesn't respond or the conclusion of the sponsor is that the problem is not corrected, the sponsor will send a letter of "Intent to Terminate for Cause" which will give the provider the right to appeal. The decision of the "Appeal Committee" is final. If the appeal committee does not uphold the action of the sponsor, the provider may continue to participate in the program. If the appeal committee does not uphold the action of the sponsor the provider is terminated for cause and the information is sent to the state office for consideration of placing the provider on the Adverse List or Nation Disqualified List. (**The provider may continue to participate in the food program until the committee rules).

For the sake and the future of our children, Help Maintain the Integrity of the Program- Do it Right!

CN LABELS

Products containing the CN label will have the following information printed on the principal display panel of the label:

- product name;
- ingredients listed in descending order by weight;
- inspection legend for the appropriate inspection;
- establishment number (for meat, poultry, and seafood item only);
- manufacturer's or distributor's name and address; and
- CN label statement. The CN label statement must be an integral part of the product label and include the following information:
 - CN logo, the distinctive border around the CN statement;
 - a six-digit product identification number, which will appear in the upper right hand corner of the CN label statement;

- a statement of the product's contribution toward meal pattern requirements for the Child Nutrition Programs;
- a statement is authorized by Food and Nutrition Services (FNS); and
- The month and year the label was approved by FNS.

If a product without a CN label is purchased and the product does not meet CACFP requirements, you risk not being reimbursed for the meals containing the food product.

Piece #2 Child Enrollment Form

Purpose: All children for whom meals are claimed in the CACFP must have a valid Food for Kids' enrollment form.

When to prepare: This form is to be filled out when the child is first enrolled. This form must be renewed annually, and we will notify you when it is time to renew this form.

Submittal: all enrollment forms must be received by the end of the month to be eligible for reimbursement meals. Keep one copy for yourself. The child is not eligible for reimbursable meals until we have received a completed form. There is no retroactive when the forms are incomplete, or for forms received after claim has been processed.

There are several critical elements to this form:

1. Enter your complete name (do not use your business name)
2. Enter your telephone number including the area code.
3. Enter the date the child/children is/are to be added to the food program.
4. The parent is to enter:
 - a. Their name
 - b. Their address, with city, and zip code
 - c. Their contact telephone number for home and work
 - d. Parent must indicate they have received Building Better Future Brochure, WIC, *Justice for All*
 - e. The child/children's first and last name
 - f. Age
 - g. Birthday
 - h. Sex or gender
 - i. Time the child/children will normally arrive to the day care center
 - j. Time of normal departure
 - k. The days of the week the child is expected to be in attendance
 - l. The meals the child/children is/are expected to eat
 - m. Signature of the parent with a date.
 - n. Page 2 of enrollment form
 - o. Check if related to provider and/or residential child.

Re-enrollment process

At the beginning of each year Food for Kids will notify you in writing when it is time to renew all of your child enrollment forms.

Piece #3

Forms: you may go to www.foodforkidstexas.org; click on Day Homes to print any forms you may need

Others: this section may be used to notify Food for Kids of any future closures, etc.

Piece #4 Daily Attendance Form

Purpose: record daily attendance and meals served to enrolled children of CACFP.

When to prepare: Complete this daily at (we recommend that you record the attendance before the child leaves the table or before the plates are removed from the child) the time the meal is served.

Transmittal: Electronic claims (MM) submit by the 2nd of the following month.

Piece #5 Creditable Meals, Quantities, and Meal Patterns

For this portion of the lesson you click on the following link, and review the CACFP Meal Patterns; etc www.hhsc.state.tx.us/programs/snp/resources/menu_magic.pdf

Piece #6 Menu Planner or Meal Production Form

Purpose: To record meals served daily for CACFP reimbursement.

When to prepare: Food for Kids recommends that you plan **daily**

Transmittal: Electronic claims (MM) must be received by the 2nd of the following month