



## **Child & Adult Care Food Program**

### **Program Rules**

Sponsored by

## **Child Care Development Services**

123 E Powell Blvd, Ste 211  
Gresham, OR 97030

Coordinator      503-253-5000      Ext. \_\_\_\_\_

## **Table of Contents**

1. Who Is Eligible – Providers
2. Who Is Eligible – Children
3. Number of Children You can Claim/Shift Care
4. Enrollment Forms
5. Meals Which Can Be Claimed/Not Claimed
6. Legal Holidays
7. Record Keeping
8. Menu Sheets/Attendance Records/Log Sheet
9. Monitor Visits/Mailing Your Claim
10. Variety/On Your Honor
11. Meal Times/Reimbursement Rates

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## Who is Eligible - Providers

Child Care Providers participating in the USDA Child/Adult Care Food Program must be registered with the State of Oregon or Listed with DHS. Your registration is effective for two years. Be sure to make a note of your expiration date and re-register before that date. **If you move or change your name you must re-register right away.** As soon as you renew your CCD registration, you will need to send us a copy of your registration letters so that we can update your USDA file. A DHS listed provider will remain on the list as long as you are receiving money from DHS and doing the day care in your own home.

## Substitute Caregivers

You, or someone else 18 years or older, must be responsible for the meals claimed, and the meals must be prepared in your home. If you are gone and someone else is serving the children, they must initial the **menu** sheet for the meals they served. If you have a substitute providing care for you during an occasional appointment or vacation, be sure to let them know where you keep your menus, log sheet and attendance forms. If your home is visited during your absence, your Coordinator will ask to review your paperwork. IF your menus, log sheet and attendance records are not available, she has no option but to disallow all meals for the month up to the day of her visit. So be certain your substitute is familiar with USDA rules and can access your records. If a Provider is working or regularly engaged outside the home during child care hours, there is a conflict with registration, and meals served when the provider is absent cannot be claimed.



## **Who is Eligible – Children**

The meals served to any child for whom you provided child care are eligible for reimbursement if you had the parent fill out an Enrollment Form and that Enrollment Form is on file in our office (see Enrollment forms section on page 4).

**Children must be under age 13.** That is, when a child reaches his/her 13th birthday, he/she is no longer eligible. Some exceptions may exist for older migrant or handicapped children in your care. Please check with us to determine their eligibility.

Infants under one year of age can be on the program. There are different food requirements and different menu sheets for children under age one, so if you have an infant in care, give us a call.

Provider's own children or children of whom the Provider has legal guardianship can be included on the Food Program if:

- The provider is income eligible
- They are eating meals with day care children;
- They are under the age of 13.

If your own children's friends, or your niece, nephew or grandchildren are over to play, or are visiting, this is not "child care", and is NOT eligible for reimbursement.



## **Number of Children You Can Claim**

Child care registration **rules** set forth by the State of Oregon must be followed. You may care for a maximum of **TEN** children under the age of 13, **including your own children**.

Of these ten, there may be no more than SIX children under 6 years of age (including your own), OR six years of age and still in kindergarten, AND 4 school age children.

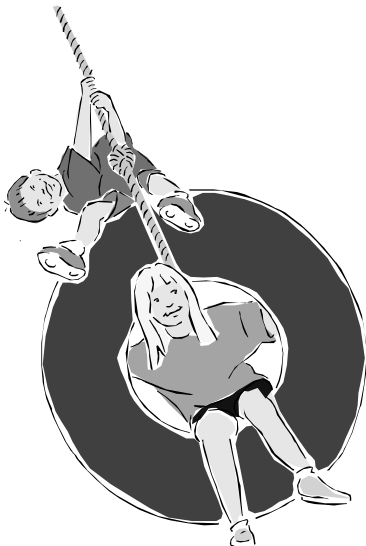
No more than TWO of the six children under 6 years may be under 2 years of age, INCLUDING YOUR OWN CHILDREN.

A school age child does not necessarily mean 6 years of age. If a child is six years old and still in kindergarten, the child is not considered “school age”. A child eligible for first grade in the fall is considered a “school-age child” as of June 1<sup>st</sup>.

AFS listed: Care for children from only one family at a time, care for 3 children or fewer.

## **Shift Care**

We can pay for NO MORE THAN 10 children IN A DAY, unless you have clear shifts, with one child leaving before another arrives. If you have shift care, be sure to discuss your shifts with your Coordinator. Because, any additional children are over-numbering children, USDA will not pay for them, unless we are aware of your shifts.



## **Enrollment Forms**

To claim meals for a childcare child, you must have the parent fill out an Enrollment Form. **THE ENROLLMENT FORM MUST BE FILLED OUT ENTIRELY BY THE PARENT.** You may write your name at the top, but the parents must complete the rest. Ask that they be specific, particularly for children who do not come full time, or whose parents work on varying shifts.

For example, they might write “Drop in, 2 to 5 times per month, Hours 9:00 to 4:00” or “Shift varies 6:00 to 3:00 B, L, SN: 10:00 to 7:00 L, SN, D”. Be sure to check the forms over carefully to make sure they are **filled** out properly. Be especially concerned with the date. **Enrollment forms must be dated ON or before the actual date the child began in your care** in order to claim meals when care began. If a child’s schedule changes, the parent moves or gets a new phone number, **please send us a new Enrollment Form.** If you intend to care for school-age children full-time during winter and spring breaks or in the summer, have parents indicate this on the form.

Mail your Enrollment Forms in with your menus for the first month you claim children, rather than mailing them separately. It does not matter if you had a child for only one day. If we have an Enrollment Form, we can reimburse for the meals – without the form, we cannot.

If you are a Tier II provider and have distributed the Confidential Family Income Statements to your families, remember that these forms are to be mailed to our agency directly by the parents. Make sure your name is written on the Statements.

The Enrollment Form for your own children is called an Income Statement. When you begin on the Food Program, you may find that you are not income eligible. However, if your family income drops, or you have a new family member, give us a call. Maybe your own children weren’t eligible before, but are now. Income Statements are renewed annually or as your income changes.



## **Which Meals Can Be Claimed**

There are limits to the number of meals you can claim per child, per day. **A child can be claimed for no more than two meals and one snack OR two snacks and one meal, in any one day.** “Meals” are breakfast, lunch and dinner.

When you sign up on the Food Program, your application to USDA lists specific meals and days, say “Snack, Lunch, Snack, Dinner”. We can only pay for the meals you are signed up for, so if you are going to start serving Breakfast or a Late Night Snack, we must know first so that we can get it approved with USDA. **CALL IMMEDIATELY.**

Some children have milk or grain allergies, which may mean they cannot eat the foods required by the USDA meal patterns. Their meals can still be claimed if we have a doctor’s statement **and** you are serving alternate foods. **In this case, you will need to write on the menus what the allergic child eats and what the other children eat. Parents must give you a letter from an M.D. or R.N. stating what foods are to be substituted.**

You may wish to prepare a meal or snack at home and pack the food and the kids off to the park or zoo for a picnic. This meal may be claimed as long as it meets the food component requirements and is prepared at your home, not purchased at the park or zoo. The only exception is that milk may be purchased instead of brought with you.

## **Meals You Cannot Claim**

Occasionally you will have a parent who provides the food for his/her child because of choice, food allergies or other reasons. **If the parent is providing the food, you are incurring no food costs; therefore, you cannot claim that child’s meals on the Food Program.**

You can’t claim for a snack sent home with a child or lunches sent to school. When parents are present, meals may not be claimed unless they were served before the parent arrives.

**Generally, if a child is in care for more than 24 hours, then it is not “child care” but “residential care” and meals are not eligible.** Call us if you have children for more than 24 hours.

Food purchased at restaurants, even if taken out and served at home is not eligible. Save your receipts and use as a tax deduction.

## Legal Holidays

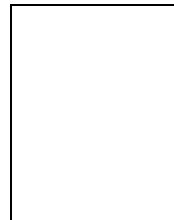
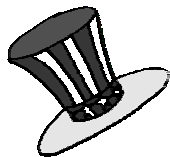
If you plan to provide child care on certain legal holidays, you must include a note written by the parent of each child involved, **WITH YOUR MENUS FOR THAT MONTH**. The note should include the following information:

- Names of the children
- Statement that the children were care for on \_\_\_ holiday
- Hours of care
- Date

If the note does not come in WITH THE MENUS FOR THAT MONTH, meals claimed for the holiday will be automatically disallowed. Plan ahead.

CCDS recognizes the following as legal holidays:

- New Year's Day
- Memorial Day
- 4<sup>th</sup> of July
- Labor Day
- Thanksgiving
- Christmas



## **Record Keeping – DO IT DAILY**

In addition to Attendance Records and Log Sheets, you must keep accurate, daily records of what was served and to whom. Since it's impossible to remember what was served three days ago, or to know who will be here tomorrow and what you will serve, **THESE RECORDS MUST BE KEPT DAILY.** They cannot be neglected, then made up, or written in ahead of time.

**If other things become more important and you forget to do your USDA record keeping you must not claim those days.** Just mark the days out on your menu sheet and write in "I got behind". Then just start up again.

Call us if you need ideas on how to get yourself to write meals down every day. It is probably the hardest part of participating on the Food Program and we have helped many others who have had the same problem.

**If your Coordinator visits and your menus, log sheet and attendance forms are not up-to-date, she has no choice but to disallow all meals for the missing days.** Feeding the food is half the job – keeping records is the other half. If you will be gone and a substitute provider will be caring for the children, **BE SURE TO TELL THAT PERSON WHERE YOU KEEP YOUR MENUS.** S/he will need to make them available to us if we visit while you are away. Look at your menus as though they were currency.

**If your menus, log sheet and attendance records are not available at a monitoring visit, for WHATEVER reason, WE MUST DISALLOW ALL MEALS TO THAT DATE.**



## **Menu Sheets**

Meal counts and components must be recorded by the end of the day or the time the meal or snack is served. It helps greatly if you write little notes to us on your menu sheet about anything unusual, like “No school for Jennie today, parent conferences”, or “Jennie here but didn’t feel like eating”. If you’ve tried something new, or invented an idea, tell us about it. How did it go over? When one child has a banana and the others have oranges, write “banana and oranges”.

## **Attendance Records**

In Addition to the menu and log sheet which must be kept daily, you must keep daily attendance records showing the arrival and departure times for all children claimed, **including your OWN CHILDREN WHEN THEIR MEALS ARE CLAIMED**. In order to be reimbursed for meals, your menus, logs sheet AND attendance records must be up-to-date and available for review. Your attendance records will be reviewed during monitoring visits and must be kept for three years. It is not necessary to mail these in.

## **Log Sheet**

The log sheet must be recorded daily; documenting which meals the children were served. (i.e., B/L/P). The log sheet together with the menu sheets is your claim for reimbursement each month. **Don’t forget to tally your totals at month’s end and be sure to SIGN and DATE this form before you mail or deliver your records.**



### **Monitor Visits**

Your USDA Coordinator will visit you approximately 3 to 4 times per year. A follow-up visit will be made during your first 30 days on the Food Program. During this visit your Coordinator will review your records and offer assistance where needed.

During regular monitor visits your attendance records, menus, and meal service will be reviewed. Your Coordinator may also present nutritional information, share activities with children, and bring library books or other resources for your use. Though we try to be sensitive to your personal circumstances when scheduling visits, **all meals that are claimed are subject to monitoring visits.** If you request that visits not be made during a certain period of time, don't claim those meals.

### **Mailing Your Claim**

Your menus, log sheet and any new enrollment forms should be **postmarked by the second day following the end of the month.** If you hand-delivered your menus to our office, they must be received no later than 4:00 pm on the 5<sup>th</sup>. If your menu is not postmarked by the 2<sup>nd</sup>, or received by 4:00 pm on the 5<sup>th</sup>, your payment will be at least one month late. Menus received after the deadline for the following month will be INELIGIBLE for reimbursement. Please be sure your Coordinator's initials are clearly marked on all correspondence to our office and put your return address on the envelope.

### **Make Copies!**

Every now and then, someone's menus and log sheet get lost in the mail or misplaced by a friend. USDA will not allow us to pay you without records, so we suggest Providers make copies before mailing as a precaution against such losses.

### **Check Postage!**

If you mail more than one log sheet and two menus in an envelope, you will need to add extra postage to ensure your menus will be delivered on time. Menus will not be delivered with postage due.

## **VARIETY - The Spice of Life**

Remember, as you are serving meals, being visited, and receiving your check, that the purpose of the USDA Child/Adult Care Food Program is to upgrade the standards of nutrition for America's children. USDA's method for doing this is to set minimum meal standards and reimburse you for the meals you serve that meet those standards. Meanwhile, USDA asks that we work with you so that you serve nutritious meals, understanding that broccoli is better than canned soup and cottage cheese is better than bologna.

With that in mind, expect us to encourage you to **try** new ways with food and to try new foods. Expect us to be concerned about – even critical of – foods that have little nutritional value, if you are serving them often. Call us for ideas about what to do with the picky eater child, for studies on sugar, fats, additives or salt, to help in feeding kids with allergies, picking good produce, and for ideas to erase the “blahs”.

Healthy foods and the USDA requirements aside, it is perfectly all right to decide that snack today or lunch tomorrow will not meet USDA standards. Just mark through the meal on your menu sheet and write “not USDA”.

## **On Your Honor**

The Child/Adult Care Food Program is based on trust. We cannot visit frequently enough to know if you are truly serving tuna casserole when you say you do, or if Jennie really had snack today if you've claimed her. Our relationship can only work if you are honest. USDA reimburses for meals that meet requirements. If you run out of milk (most of us do from time to time!) and it's not going to be a USDA lunch, just write “out of milk”.

Every now and then a child will be ill a day or on vacation or will sleep through the afternoon and not be served snack. Don't claim it – if you have incurred no cost, you have no claim to make for reimbursement.

USDA requires that we survey the parents of children participating on the Food Program periodically to verify claims. When irregularities are detected, appropriate action will be taken and termination from the program may result.



### **Meal Times**

USDA has identified meals as follows:

Breakfast.....to begin before 9:00 am  
Lunch.....11:00 am to 1:30 pm  
Dinner.....5:00 pm to 7:00 pm

All other food service will be reimbursed as a snack.

### **Reimbursement Rates**

***July 1, 2004 through June 30, 2005***

	Tier 1	Tier 11
Breakfast	1.04.....	.39
Snacks	.57.....	.15
Lunch/Dinner	1.92.....	1.16

All meals qualify for reimbursement at tier 2 rates. Tier 1 rates are applied only to meals served to children who qualify by school area; census, income or other USDA approved criteria. Providers qualifying for tier 1 rates by income must provide supporting documentation.

*Providers must be willing to serve children without regard to race, religion, color, national origin, age, sex, or handicap. No otherwise qualified child shall be excluded solely by reason of race, color, sex, national origin or handicap from participation in, or be denied benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.*