

FAMILY CHILD CARE PROVIDERS' POLICY FOR PARTICIPATION IN THE CHILD CARE FOOD PROGRAM

All questions or concerns regarding the following policy should be referred to The Child Care Connection, Inc., 1001 Spruce Street, Suite 201, Trenton, NJ 08638, (609) 989-7770, ext. 140.

In accordance with guidelines from the State of New Jersey, Department of Agriculture, Bureau of Child Nutrition Programs, The Child Care Connection, Inc. establishes the following policies in order to administer the Child Care Food Program with registered Family Child Care Providers:

A. Timeframes for Form Submission

1. The family child care provider must keep daily food service records for all enrolled children. The family child care provider must submit dated and signed menus, meal counts, and attendance records once a month to: Child Care Connection, 1001 Spruce Street, Suite 201, Trenton, NJ 08638. The forms must be mailed on the 3rd day of the month following the month being claimed.
2. Providers who are new to the Food Program must follow this requirement immediately as there is **no grace period**. The provider will be offered technical assistance for errors found on the forms.
3. The provider must submit the meal count and menu records to the sponsoring organization by the **3rd day** of each month; failure to do so may result in loss of payments for that month or a delay in payment.
4. When a new provider becomes trained in food program policy, procedures and delivery of meal service the provider understands that he/she will not receive payment for the meal services until their name appears on the Schedule A form verified by the state CCFP official.

B. Meal Service Time

Meal service time must follow the guidelines in the *Manual of Requirements for Family Child Care Registration*, N.J.A.C. 10:126-6:14(b), page 41.

1. Breakfast can only be claimed if served between the hours of 7 a.m. and 10 a.m.
2. Lunch can only be claimed if served between the hours of 10 a.m. and 1 p.m.
3. Dinner can only be claimed if served between the hours of 5 p.m. and 7 p.m.
4. Food service after 8 p.m. is not permitted.

C. Meal Disallowance

Meals will not be reimbursed to a provider under the following circumstances:

1. The provider does not serve the meal at the time approved on their schedule for meal service.
2. Meals that are not in compliance with the USDA regulations.

3. Less than three hours elapse between the beginning of one main meal and a snack or lunch.
4. Serving meals with missing components on the menu.
5. Infant formula (for a child less than 12 months) that is not iron fortified is served to the infant unless otherwise indicated through a physician's documentation

D. Inactive Providers

1. The provider may remain inactive for up to three months and still be considered for participation in the Child Care Food Program. Inactive status is approved for such instances as vacation, illness, "no children," or family emergencies.
2. The provider must put the request for inactive status in writing to the Child Care Connection within five (5) days of becoming inactive. Failure to put the inactive statement in writing may result in termination from the Child Care Food Program.
3. After three (3) months of inactivity, a provider's participation in the Child Care Food program will be terminated. If a provider wishes to return at a later date, he/she must repeat the Child Care Food Program application requirements.

E. Training

1. A provider must attend at least two hours of Food Program training each year. Failure to attend the annual training requirement will result in inactive status in the Food Program, until such training is completed.

F. Monitoring/Accountability

1. The provider must allow Child Care Connection to conduct a minimum of three (3) Child Care Food Program reviews a year, announced or unannounced. The visit may occur during any day of the week, including weekends and holidays, and at any meal service time that child care is provided, as indicated on the CACFP Provider Application.
2. The provider must allow representatives from the USDA to conduct Child Care Food Program reviews in the home either announced or unannounced. The visit may occur during any day of the week, including weekends and holidays, and at any meal service time that child care is provided, as indicated on the CACFP Provider Application.
3. The provider must maintain an up-to-date CCFP file for the program year October 1, 2015 through September 30, 2016 and present it to the inspector at each monitoring visit. The file shall include a copy of each child's Enrollment Form, Provider Application, Agreement between S.O. and Provider, Policy for Participation in CCFP, Certificate of Registration, Certificate of CCFP Training, Tier I Eligibility Verification, and all CCFP Provider Reviews. All records maintained at the family child care home must be retained with the provider for **five years**. The final record is maintained after the date of the submission of the final claim for that current fiscal year.
4. In the event that a provider refuses to allow Child Care Connection staff to gain entrance to his/her home for a monitoring visit, the provider will be placed on inactive status in the Child Care Food program until such time as a visit is allowed.

5. If no monitoring can be held after three attempts during child care hours, the participation of the provider will be seriously deficient.
6. The provider must call the CCFP specialist at 609/989-7770, ext. 140, whenever the child care home is closed on a day the home was scheduled to be open according to the CACFP Provider Application.
7. In accordance with state and federal regulations for program integrity, providers who are found to be seriously deficient shall be notified in writing and will have a maximum of 30 days to develop and implement a corrective action plan. Failure to implement and maintain a corrective action plan will result in disqualifying you from future Child and Adult Care Food Program participation.

G. Changes

1. The provider must report any changes in program status within five (5) days' time of the change. Such program changes include, but are not limited to, the following:
 - a. Change of address;
 - b. Change of decision to provide family child care;
 - c. Decision not to provide meals.
2. A provider who moves must have a home visit for registration renewal immediately, since registration is only valid in the home listed on the certificate. The Child Care Food Program requires a valid registration. The provider will be suspended until the home visit is completed and reimbursements during the time the home is unregistered will be disallowable. Child Care Connection recommends contacting the registering organization a minimum of 30 days prior to moving to arrange the date for the new home visit.
3. Failure to report changes in program status may result in serious deficiency.

H. Sponsoring Organizations

A provider may enroll in the Child Care Food Program with only one agency but may be listed with as many agencies as the provider desires in order to obtain referrals. In the event that a provider decides to change Child Care Food Program sponsors, The Child Care Connection, Inc. must be notified in writing within five (5) days. According to State regulations, providers may only switch program sponsors at the end of a program year, the month of September. The provider's enrollment in the Child Care Food Program will be terminated with The Child Care Connection, Inc. if the provider enrolls with another Child Care Food Program-sponsoring organization.

Provider's Signature _____ Date _____

The program must be made available, in that no person is excluded from participation in, denied the benefits of, or subject to discrimination under the program on the grounds of race, color, age, disability, national origin, gender, religion, political beliefs, marital or family status, and sexual orientation.