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**WELCOME TO CACFP!**

The Child and Adult Care Food Program (CACFP) is a federally funded program of the Food and Nutrition Service (FNS), United States Department of Agriculture (USDA). The New York State Department of Health, Division of Nutrition is the administrative agency for the CACFP. Child Care Connections serving Columbia, Greene and Ulster Counties is a program of Family of Woodstock Inc., which is your sponsor organization.

The CACFP offers reimbursement to regulated family day care providers and legally exempt child care providers, for meals served to children in care. These meals must meet the nutritional standards set up by the USDA. All children through the age of 13 years old, enrolled in these child care programs, may participate in the food program.

The benefits of CACFP are to:

* Parents know their children are eating safe, healthy meals and snacks. Parents don’t have to pack food to bring to child care. CACFP payments to providers help reduce child care costs for working families.
* Communities benefit through CACFP. Studies have shown that children enrolled in CACFP have healthier diets and are not sick as often as other children.
* Children are served nutritious meals and snacks

and develop good eating habits in children that

 will last a lifetime

* Providers receive regular training about nutrition,

mealtime and child development topics.

The reimbursement helps providers

buy healthier foods.

In order to participate, child care providers must serve meals meeting CACFP meal pattern requirements and allow their child care home to be monitored. In addition, providers must maintain menu records, meal count records, attendance records, and complete nutrition and CACFP specific training.

**Updated May 2021**

Healthy Children are Happy Children!

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**Starting the Program:**

A food program monitor from Child Care Connections will come to your house and explain the program to you. This will give you a chance to have all of your questions answered and learn how to keep the records needed to receive your CACFP reimbursement payment.

1. Complete a contract. – The contract is all about you and your program. You will need to decide what time you will be serving meals. (You can change your schedule at any time, just give us a call.) You are required to serve meals and snacks at the times stated on your contract. It is good for the children in your care to follow a schedule. It makes it easier for you to have a schedule as well.

Meal Service Times:

All meals/snacks must be at least 2 hours apart.

Example of appropriate meal times:

 Breakfast 7:00

 AM snack 9:00

 Lunch 12:30

 PM snack 3:00

 Dinner 5:30

 Evening Snack 7:30

Federal regulations state each child is eligible to receive reimbursement for either 2 meals and 1 snack or 1 meal and 2 snacks.

Income Eligibility:

You will be asked if you think you may be income eligible to claim (be paid) at a higher rate (Tier I rate). There are two rates of payment for meal reimbursement Tier I and Tier II. The following is a comparison of the rates of payment:

Reimbursement Rates thru June 30, 2019

|  |  |  |
| --- | --- | --- |
| **Meals** | **Tier I** | **Tier II** |
| **Breakfast** | $1.39 | $ .50 |
| **Lunch/Dinners** | $2.61 | $1.58 |
| **Snacks** | $ .78 | $ .21 |

To be eligible for the higher Tier I rate you must meet one or more of the following criteria:

1. Income Eligible – you may be able to complete an eligibility form and supply financial proof of income. You will be able to claim your own children on the food program.
2. Live in a school district that reports a greater than 50% low income attendance rate. Your food program monitor knows which school districts are in this category.
3. Live in an area that is categorized as a low income census area.
4. Care for children who are “income eligible” or whose care is subsidized through the Department of Social Services. Parents will need to complete an income eligibility (proof of income is not needed).
5. Sign the Contract

**Preparing to submit a claim for payment:**

* 1. Have parents fill out enrollment forms at acceptance for all the children that attend your child care program.
	2. Submit enrollment forms to Child Care Connections **for all children** you care for. Parents must fill out the form completely. Keep copies/duplicate form for your files and mail the original to Child Care Connections. **Child Care Connections must have an enrollment form (DOH-4419) on file for every child enrolled at your day care home-No Exceptions.** Forms must be updated annually or with any changes by parents and submitted by mail, fax, scan or email.
1. Each day, take attendance (LDSS-4443) of the children present at your child care program. At each meal and snack complete the meal count/attendance form (LDSS-4443). You must accurately record what children are being served at each meal/snack.
2. Each day place a check in the box for the meals that you have served to the children in your care.
3. Each day indicate what you served the children for each meal. We will provide you with a meal component form (menu) to use to tell us what you are serving the children at each meal/snack.
4. Make sure that each meal/snack meets the meal component requirement for each meal/snack.

**Refer to the CACFP Crediting Guide for more details (revised 2018).**

Meal components consist of:

* Milk (Whole for under 2 y/o, 1% or skim for over 2 y/o)
* Bread/Grain (one *whole grain rich* item **must** be served each day)
* Vegetable
* Fruit
* Meat/Meat Substitute
	1. Breakfast must contain:
		1. Milk
		2. Bread/Grain (whole grain rich, or enriched)
		3. Fruit/Vegetable
	2. Snacks must contain
		1. Two different meal components
		2. And water when juice or milk are not served
	3. Lunch/Supper must contain:
		1. Milk
		2. Bread/Grain (whole grain rich, or enriched)
		3. Vegetable
		4. Fruit or Vegetable
		5. Meat/Meat Substitute

Menus should reflect a variety of foods. Offer low fat, low sodium meats and meat alternatives and avoid fried foods. Offering a variety of foods helps to insure that you are meeting children’s daily nutritional needs. Rotating/preprinted menus may be used if changes are documented when your meal plan changes.

Fruits and vegetables provide vitamins, minerals and carbohydrates. They are especially good sources of Vitamins A, C and fiber. Two different vegetables, or one vegetable and one fruit, must be served at lunch and dinner to meet USDA meal pattern requirements. They can be served either raw or cooked. Juice may not be served if milk is the only other component of a snack. All juice must be 100% juice, and must be limited to one serving per day (with Breakfast or Snack only).

During the first month you are participating in the food program we will come back to your site within the first **28 days for a training visit**. We will look at your menus and meal count forms and offer advice. We are here to answer all your child care questions.

You have three options for keeping track of your meal components (menu):

1. You complete the menu daily, writing in the meals and snacks you served to the children.
2. You create a monthly pre-printed menu that you use each month. You would follow this form daily, noting any changes, and dating the form daily. This could be photocopied and used over and over again.
3. You create several weekly pre-printed menus that you rotate throughout the month. You would follow these forms daily, noting any changes, and dating the form daily. These could be photocopied and used over and over again.

Options 2 and 3 lead to fewer mistakes and help you to better plan your food service. You can create a shopping list for each menu ahead of time, which may save you time in the grocery store.

\*It is also a good idea to have your menus made ahead of time and approved by our CACFP staff. Our staff can work with you, free of charge, to create pre made menus that are acceptable and you may receive training hours.

**Enrollment of Day Care Children in CACFP:**

Providers must submit enrollment forms (DOH-4419) for each child in care. Every child in care must participate on the food program in order to claim (**This is the “All or Nothing Rule”**). The enrollment form (DOH-4419) will be supplied to you from Child Care Connections or you can print forms from **http://www.health.ny.gov/prevention/nutrition/cacfp/homes.htm**. It is important that they be completed neatly and accurately. **All areas must be completed and signed by the parent/guardian of the children in care**.

1. Child’s name, date of birth and gender
2. Children’s ethnic information
3. Relation to provider, if applicable
4. Hours/Days/Meals/Childs School if applicable
5. Infant Feeding statement, if applicable
6. Parent/Guardian Contact Information and signature/date

Enrollment forms (Form # DOH-4419) must be completed and received in Child Care Connections office before, or with, the current claim submission, in order for the child’s meals/snacks to be counted for reimbursement. Older versions of the enrollment forms will not be accepted. **All children must be enrolled in the CACFP.** Enrollments must be updated and submitted annually or if any changes occur. Yearly update forms will be sent, as needed. Changes to the form must be made by the parent. Signatures and dates must be completed by the parent. If an enrollment form is not submitted prior to the expiration date that child’s meals/snacks will be disallowed until an updated enrollment is received and approved. Providers must keep a copy or duplicate of all enrollment forms on file in their home. The enrollment dates are valid the month the parent signs the enrollment form.

Maintain the current year plus three more years of CACFP paperwork (attendance/menus/enrollments) for backup, available for review. (Keep 12 months backup on site).

**Guidelines for Claiming Income Eligible Children:**

1. For a provider to claim resident children, he/she must complete an Income Eligibility Application and submit proof of ALL household income (including most current IRS form 1040 **and** schedule C from his/her tax filing) or a copy of their most recent approval letter from Supplemental Nutrition Assistance Program (SNAP) and Temporary Assistance to Needy Families (TANF). The application will be reviewed to determine eligibility. If the provider is found to be income eligible, then she/he may claim resident children who are under the age of 13 and present while other children in care are present for meals and snacks. Providers may not claim resident children when the provider is not providing child care to non-resident children. An income eligible provider will be paid at the Tier I rate for all children in care.
2. If the provider is not income eligible they may be paid at a higher rate if any of the families he/she cares for are low income. The provider should ask parents to complete an income eligibility application and submit it to Child Care Connections. It will then be reviewed and if the family is income eligible the provider will be paid at the Tier I rate for the children in that family. Child Care Connections must receive the Eligibility form dated by the parent before the last day of the month for that child’s meals to be counted for reimbursement at the higher rate. No retroactive reimbursement will be paid for late applications. The child’s meals and snacks will be paid at the Tier II rate until the paperwork is received, complete and approved.
3. Foster care children are considered a family of one and are income eligible. An Eligibility form must be completed for Foster children with an income listed as $0 (no income verification is necessary).

\*OCFS issued a new attendance sheet (LDSS-4443) which can be used for CACFP claim. This form does not have the attestation, but has been accepted by CACFP. **When using LDSS-4443 attendance sheet we require that you use one page per child or list children in the same order from week to week.** The form (LDSS-4443) does not accommodate weekend attendance, so we request putting the weekend attendance on the back of the attendance form for each child, or request the 7 day attendance form from Child Care Connections office. Be sure to put the dates on the form.

**Submitting Your Claim for Payment:**

1. Before mailing your paperwork, check to be sure that your name is neatly printed on the forms, the dates are correct on your meal component form (menu) and that the attendance/meal count is accurate and true.
2. Mail your attendance/meal count form and all your meal component (menu) forms to Child Care Connections by the 10th of the month. Be sure you have the correct postage! Mail will be sent back if missing postage.
3. If your paperwork is received after the 10th, your paperwork may be reviewed and submitted the following month in an adjusted claim. This will delay your payment.

**\*\* Update: We are now using the Kidkare program to do all CACFP paperwork. All enrollments, attendance, and menus are now entered into this program, and the claim is submitted electronically at the end of the month. Only providers who have no internet connection can continue to do their claim as a manual (paper) submission.**

Menu/attendance records must be accurate, legible and submitted monthly by the 10th to Child Care Connections:

 **Ulster County providers Columbia and Greene providers**

**Family of Woodstock, Inc.**

**Child Care Connections**

**P.O. Box 3516**

**Kingston, NY 12402**

**Child Care Connections**

**160 Fairview Plaza, Suite 914, Flr 2**

**Hudson, NY 12534**

 **OR**

**When Child Care Connections Receives your Claim:**

1. If your claim is missing the necessary forms needed to process your claim, you will be notified by phone or sent an “incomplete claim notice” via email or mail. You will have 10 business days to get us the missing forms or you will receive a disallowance. You will be notified of the disallowance by email or mail. When we receive your completed paperwork it is reviewed for accuracy.
	1. If you have any errors or discrepancies you will be contacted and/or sent a disallowance form stating what should be done in the future.
	2. Some common mistakes:
		* Missing meal/snack components
		* Missing entire meals/snacks
		* Papers not signed
		* Children not enrolled or enrollments expired
		* Wrong meal/snack components
2. All attendance and meal count forms are reviewed and entered into our (CIPS) database.
3. The claim is sent electronically to Albany for CACFP to review. This process takes several weeks, Child Care Connections reviews approximately 100 claims each month.
4. Albany reviews the claim approvals and sends to their finance department for payment.
5. Money is transferred from CACFP to Family of Woodstock Inc.’s bank account.
6. Family of Woodstock, Inc. then issues the checks to each provider (within a specific timeframe).
7. Child Care Connections mails the checks to the providers. Sometimes we include important information in the envelope with the check.
8. Please do not call for your checks. **Do not count on this reimbursement for bill payments.**

**Reimbursement Adjustments:**

 There are rare occurrences when a claim has been processed and after further review, an adjustment (positive or negative) must be made from the previously processed claim. In this case, you will be notified, in writing, as to the reason for the adjustment and amount of the adjustment that needs to be recovered or paid. Your next claim will reflect the adjustment. For example: if your January claim was processed and it was over paid by $100 due to an error; than your February claim is processed with a total reimbursement of $300; you will receive your reimbursement totaling $200 to correct the negative adjustment that needed to occur from January. The same will apply for a positive adjustment. You will receive the full adjustment during the next reimbursement.

**Menu & Attendance Records:**

**Providers are required to keep the following** DAILY RECORDS **to receive reimbursements:**

a. The meal/snack components (menu) served to children at each meal/day

b. The attendance of all children present each day (either on LDSS-4443 or office approved form)

c. The meal count-number of meals/snacks served to enrolled children at each meal/snack service (either on LDSS-4443 or office approved form)

CACFP is a program of the Federal Government and any deliberate misrepresentation of records will be subject to prosecution under the applicable State and Federal statutes.

Child Care Connections requires that records for the last day of the month be submitted at the close of the day, and be received in the CACFP office or be postmarked by, the 10th day of the following month. Start a new menu and attendance/meal count form on the first day of a new month.

No menu and attendance/meal count records will be accepted for reimbursement after thirty **(30) days** from the last day of the month for which reimbursement is being claimed (DOH-3705).

Menus must follow calendar dates (i.e. if August 1 is on a Wednesday menus must start on Wednesday) otherwise meals will be disallowed.

**Parent Verification of Attendance:**

Child Care Connections is required to do a “Parent Verification of Attendance” if any the following occur (DOH-CACFP: Number 123H (09/08) [Replaces Number 107H (10/05)]:

* Meal count records exceed the maximum number of allowable meals by more than 10%
* Attendance on the day of the monitoring visit is 25% higher or lower than attendance shown on records for any other day of the month prior to the review day, unless the provider has a plausible explanation for the variation (e.g. school closing, field trip)
* The second time providers are not found at home at the time of an attempted monitoring visit
* Providers claim more than one full shift of care

**Home Visit Monitoring:**

Home visits are an important part of the Child and Adult Care Food Program. Child Care Connections is required by federal regulations to monitor the Family Day Care provider who participates in CACFP. Home visits will be conducted at least 3 times each year to every CACFP Participant. All home visits will be made during day care hours, including evening and weekend, and at least 2 visits will be unannounced (no prior notice given).

The provider is required to allow the monitor from Child Care Connections/CACFP and/or a representative of NYS/DOH or USDA into the home to monitor the CACFP operation and records. Home visits enable the provider to be in compliance with the regulations of CACFP and allow Child Care Connections the opportunity to support the work of the provider. Functions of the monitoring visits are to:

Review CACFP requirements:

Check attendance records, enrollment forms, and roster/blue card registration

Observe stored CACFP files (1 year on site and available/2 years available by request)

Observe meals/snacks being served and consumed

Distribute forms needed

To provide technical assistance/training in establishing a quality child care home business

Check that food storage areas (pantry, cabinets, refrigerator etc.) and food preparation areas are clean and orderly

To make sure the provider’s home conditions are sanitary, safe, and in compliance with the regulations for registration or license

To ensure the provider is following federal regulations as established by the CACFP

It is your responsibility to notify Child Care Connections in advance whenever you are planning to be out of your home during the meal service period. If a visit is attempted and you are not home, reimbursements will not be paid for that meal service. Providers who will not be home at the time of a scheduled meal service are required to contact the Child Care Connections office, and providers who are routinely not at home during the home visit will be declared seriously deficient. The CACFP monitor will call the phone numbers on file; wait for approximately 15 minutes to see if you arrive to the site. You will receive a monitor form on your door stating a monitor was attempting a visit.

**Disallowances at Time of Home Visit:**

Meals will not be reimbursed for the day if a CACFP monitor (staff person) is not allowed to enter the licensed/registered Day Care home. Meals will not be reimbursed if the provider is not home and did not notify their Sponsor ahead of time. You must contact your Sponsor at 845-331-7080 (Ulster County) or 518-822-1944 (Columbia/Greene Counties).

You will receive a copy of the monitoring form (DOH-4118) at the time of the visit. If ANY discrepancy between this form and the menu component form or attendance record submitted is found, meals/snacks will be disallowed, as required.

Attendance & meal count records must be recorded **daily on the office approved forms.**  Reimbursement will not be paid if meal and attendance records are not recorded at least from the previous day. All paperwork must be kept and available for review at the day care home. If there are no records of meals served or attendance, all days prior to the visit date will be disallowed.

Attendance must be recorded by the end of each day. If using LDSS-4443, attendance must be taken during arrival (sign in) and departure (sign out) times. Attendance found taken in advance will result in reimbursement not given for the entire day.

**Holidays:**

Holidays affect the pattern of child care. On a holiday we expect to see changes in the attendance and schedule of meals for children in day care.

The following **HOLIDAYS** will be considered by the CACFP staff as **“HOLIDAYS”:**

1. New Year’s Day or observance 2. Memorial Day

 3. July 4, Independence Day 4. Labor Day

5. Thanksgiving 6. Christmas or observance

Child Care Connections CACFP staff will not count meals for reimbursement for these six (6) Holidays unless you have given the office your Holiday schedule in advance (Holiday Form attached in handbook).

**CACFP Training Requirements:**

Training is an important component of participation in CACFP.

All new providers will be trained before participating in the CACFP, during the initial pre-approval home visit so the provider is knowledgeable about the rules and regulations of the Program. **The training given at the initial pre-approval visit will constitute the training requirement for the first year in the program.**

**In order for providers to meet the annual training requirement, Child Care Connections CACFP will sponsor at least one training sessions throughout the year.** Information on CACFP training sessions will be mailed to all providers. All CACFP training sessions will be free of charge to providers who participate in CACFP.

Occasionally a Mandated Training will be required if we are finding common reoccurring issues with claims or during monitoring visits. You will be required to attend the mandatory training. These trainings will be offered more than once and in various locations.

CACFP training sessions will include updates on regulations and requirements for CACFP participation and will offer information on issues concerning the feeding of children in day care, such as the planning and preparation of meals.

Training sessions are offered at various times and locations, as well as a list of approved on line courses.

Please make every effort to attend annual trainings. If you have a specific training need please mention it to your monitor and an individual training session may be arranged.

The United States Department of Agriculture FNS Instruction 113-1 mandates participating day care home staff to complete Civil Rights training annually. You will be sent a reminder of the training due date and link via mail, email or telephone. Day care home staff includes: -Owners -On-site Providers -Assistants and other employees

If you are late in attending CACFP training you will be given 3 months to complete CACFP training. If the training is still not completed, your claims will not be processed until your training has been completed. There will be no retroactive reimbursements. A provider who fails to attend a required annual CACFP training will be named seriously deficient.

The CACFP training may be counted by the NYS Office of Children and Families Services toward the required training for license/registration renewal.

**SPONSORSHIP SUSPENSION AND TERMINATION POLICY**

It has been made clear to us by the New York State Department of Health, Child and Adult Food Program, that we are responsible to test the accuracy of the information given to us by individual providers who seek reimbursement on the food program. We have developed the following procedures to be followed when providers have misrepresented the nature and/or amount of services provided or when it appears that the number of children receiving care is in excess of the applicable NYSDSS regulations.

In instances where a provider is found to be in violation of the CACFP or NYS OCFS regulatory requirements, Family of Woodstock, Inc. is required to report the violation. Licensor or Registrar will be informed of the violations observed or discovered. CACFP violations will start the seriously deficient process. The provider will be reminded of the applicable regulatory requirements and told in writing that he/she will be eligible for reinstatement for sponsorship only after they have certified to us in writing that they are now in compliance with all applicable regulations.

**SUSPENSION AND TERMINATION**

**OF PROVIDERS ON THE CHILD AND ADULT CARE FOOD PROGRAM**

In order to participate in CACFP, a day care home must operate under the auspices of, and enter into a written agreement with an approved Sponsoring Organization. The Agreement between the Sponsor and the Provider (DOH-3705) specifies the rights and responsibilities of both parties and includes, but is not limited to, the right of the Sponsoring Organization to terminate the agreement for cause and the requirement that the day care home comply with the federal regulations governing the program. Providers have the right to appeal all terminations.

The following are Family of Woodstock, Inc.’s Policies and Procedures for suspension or termination of family day care providers on the Child and Adult Care Food Program:

**SUSPENSION FROM CACFP**

A provider is suspended when there is an imminent threat to the health and/or safety of children or the general public and the discovery of such threat has been made by the sponsor, health or licensing authority.

**Procedure for suspension from CACFP**

1. If licensing discovers the threat Family of Woodstock Inc. will immediately suspend the provider. The threat will be identified as a serious deficiency and the provider’s participation in the Child and Adult Care Food Program and all payments will be suspended. The agency will then propose termination/disqualification of the provider from the CACFP.

2. The Provider will be notified in writing of the suspension, which is effective the date the notification is mailed. The serious deficiencies will be identified in the notification letter, as well as the agency’s decision to propose their termination from the program. The notice will also describe the provider’s right to appeal and the appeal process. The notification must be mailed by Return Receipt Requested postage.

3. Copies of the notification must be sent to CACFP.

**TERMINATION FOR CAUSE**

Termination for cause occurs when Family of Woodstock Inc. determines that the day care home has committed one or more of the following serious deficiencies. The serious deficiencies are cited in the regulations governing CACFP at 7CFR 226.16(I)(2)(i-viii):

(i) Submission of false information on CACFP applications and forms (DOH-3705/ DOH-4161)

(ii) Submission of false claims for reimbursement

(iii) Simultaneous participation under more than one sponsoring organization

(iv) Failure to keep required records

(v) 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)

(vi) Day care provider has been convicted of activity that indicated a lack of business integrity

(vii) Any other circumstance related to non-performance under the agreement (DOH-3705/DOH-3821), as specified by the sponsor or NYS CACFP (e.g., policies related to CACFP)

**Procedure for termination for cause:**

A Serious Deficiency Notice will be sent to the provider. The notice will identify all serous deficiencies, inform the home that corrective action must be taken as of a specific date and inform the provider that if corrective actions are not taken, Family of Woodstock Inc. will propose terminating the home’s agreement for cause and disqualify the home and the provider.

**If the provider corrects the deficiencies**, Family of Woodstock, Inc. will inform the provider as to whether the corrective actions taken are acceptable and the notice of serious deficiency is removed. No further action will be needed.

**If the provider fails to document or permanently correct the serious deficiencies**, Family of Woodstock Inc. will propose to terminate the provider’s agreement and disqualify the home and the provider and give the provider the right to appeal.

**PROCEDURE FOR APPEALS:**

A provider has the right to appeal suspension and termination to Family of Woodstock, Inc.’s Appeals Committee. The Appeals Committee is made up of 2 board members and the Executive Director.

The following actions may be appealed:

* Proposed termination/disqualification
* Suspension for health/safety threats

To appeal a determination made by the CACFP staff of Family of Woodstock, Inc. a provider must do the following:

1. The provider must give written notification that he/she wishes to appeal the action **within 15** days of receipt of their written notification of the action presented. If the provider fails to request an appeal within 15 days a letter of Termination/Disqualification will be sent.

2. The written notification of appeal must include the following information:

 a. Name and address of the provider

 b. The action that is being appealed

 c. The reason for the appeal

3. Within 15 days of the appeal notification, the Appeals Committee shall schedule a Fair Hearing. Written notification of the meeting time and date will be sent to the provider by certified mail/ return receipt requested.

4. The burden of proof at the fair hearing shall be on the provider to state his/her case as clearly as possible, addressing the reason for the infraction(s) and the plan to assume that no further infractions will incur, if reinstated.

5. The Appeals Committee shall within 10 days of the Fair Hearing make a determination and responds in writing to the provider. This response will be mail certified mail/return receipt requested.

6. Copies of all written notifications sent to the provider must be sent to CACFP. All materials concerning the situation must be kept in the providers file.

7. Providers will be advised of their rights to appeal whenever an appeal-able action is taken, upon request, and at contract visits.

**If Family of Woodstock, Inc. loses the appeal**, they will inform the provider that:

* + - * the home’s agreement is not terminated,
			* the provider is not disqualified and can continue to claim for eligible meals serviced (payment was not stopped for serious deficiencies).

**If Family of Woodstock, Inc. wins the appeal,** they will send a Notice of Termination and disqualification to the provider.

The notice must inform the provider that:

* + - * the home’s agreement is terminated for cause, and
			* the provider is disqualified and placed on the National Disqualification List. Provider will remain on the list for seven years.

Page left blank intentionally

Please review the information, remove this page to sign and date. Send the signature page and mail to Child Care Connections. A copy will be sent back to you for your records.

**Ulster County providers Columbia and Greene providers**

**Family of Woodstock, Inc.**

**Child Care Connections**

**P.O. Box 3516**

**Kingston, NY 12402**

**Child Care Connections**

**160 Fairview Plaza, Suite 914, Flr 2**

**Hudson, NY 12534**

 **OR**

2018 Policies and Procedures for the Child and Adult Care Food Program

I have received and reviewed the 2018 Policies and Procedures for the Child and Adult Care Food Program from my sponsor, Child Care Connections. I will familiarize myself and comply with the information in this policy.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Provider’s Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name (please print)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 

CACFP Staff Signature