



COLORADO

Department of Public
Health & Environment

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*** CDPHE-CACFP PROCEDURE MEMO FDCH #15-07 ***

DATE: February 18, 2015
MEMO CODE: FDCH #15-07
SUBJECT: 2015 FDCH Sponsor Manual
TO: FDCH Sponsor Directors

Attached is a copy of the 2015 Sponsor Manual with highlighted changes. The revisions to the 2015 FDCH Sponsor Manual include the most recent CDPHE-CACFP Procedure Memos, and policies and guidance received from USDA since publication of the 2011 edition. Additionally, the 2015 Manual contains guidance provided by USDA in the following handbooks:

- The Family Day Care Home Monitor Handbook - Published February 2012;
- The Serious Deficiency, Suspension, & Appeals for State Agencies and Sponsoring Organizations Handbook - Published December 2013;
- The Monitoring Handbook for State Agencies - Published May 2014; and
- The Eligibility Guidance for School Meals - Published August 2014.

The Sponsor Manual is posted on the CDPHE-CACFP website at <https://www.colorado.gov/cdphe/cacfp> under the Manuals and Polices section.

Revisions to the 2015 FDCH Sponsor Manual include the following:

Section 1 - Introduction to the Program

This section includes recent guidance from the USDA in the Serious Deficiency, Suspension, & Appeals for State Agencies and Sponsoring Organizations Handbook and the CDPHE-CACFP Appeal Procedures for institutions.

Section 2 - Sponsor Responsibilities

Revisions include:

- The civil rights section includes the FNS website links for program materials for non-English speaking participants.
- The section pertaining to the CDPHE-CACFP Family Day Care Home Provider Application Upload and Approval Process includes information from the CDPHE-CACFP informational memo regarding FDCH provider approval, changes, terminations, and transfer procedures using CHEARS.
- The section pertaining to overcapacity includes information from the CDPHE-CACFP informational memo regarding CACFP procedures following identification of certain child care licensing violations.
- The Child Enrollment Forms (CEF) section includes information from the CDPHE-CACFP Procedure Memo FDCH #14-03, Guidance on Income Eligibility Determinations and Duration-Reissued. In addition, this section includes information from the CDPHE-CACFP informational memo regarding approval of methods to collect the Child Enrollment Form (CEF) and complete the annual update of the CEF.
- The section pertaining to training of FDCH sponsor staff includes the regulatory requirements to train staff and key staff as reflected in the USDA Family Day Care Home Monitor Handbook and the Monitoring Handbook for State Agencies.
- The section pertaining to provider monitoring during home visits includes information from the USDA Family Day Care Home Monitor Handbook and from the CDPHE-CACFP informational memo regarding CACFP procedures following identification of certain child care licensing violations.
- The five-day reconciliation section includes information from the USDA Monitoring Handbook.



- The manual includes information pertaining to sign-in and out records from the CDPHE-CACFP informational memo regarding CACFP procedures following identification of certain child care licensing violations.
- The manual includes a new section pertaining to monitoring of the Healthier Meals Initiative policies, as described in the CDPHE-CACFP Procedure Memo FDCH #14-04 (Revised)- Implementation of the Healthier Meals Policies.
- The program integrity section includes the regulatory citations for serious deficiencies, and the revised serious deficiency process outlined in the CDPHE-CACFP Procedure Memo FDCH #13-02, Revised Serious Deficiency Procedures and attachments.
- The manual includes information pertaining to the suspension process as described in the CDPHE-CACFP Procedure Memo FDCH #15-04, Health and Safety in the CACFP.
- The section pertaining to minimum appeal procedures reflect the Administrative Review (Appeal) Procedures for DCHs in the Serious Deficiency, Suspension, & Appeals for State Agencies and Sponsoring Organizations Handbook.

Section 3 - Provider Responsibility

This section includes:

- Information pertaining to special considerations for military families is included in the section of the manual pertaining to emergency temporary residential care. Specifically, this revision includes missing information described in the USDA-FNS Memo on Military Families and Eligibility in Child Nutrition Programs dated January 7, 2005.
- The manual includes a new section regarding exemptions to household applications, which includes provisions for children residing in Residential Child Care Institutions (RCCI) as described in the Eligibility Guidance for School Meals.

Section 4 - Meal Pattern Requirements

This section includes information from the CDPHE-CACFP Procedure Memo FDCH #13-07, USDA Guidance Related to the American with Disabilities Act (ADA) Amendment Act pertaining to the amendment of the Federal definition of disability.

Section 5 - Reimbursement for Meals Served in Family Day Care Homes

This section includes the following CDPHE-CACFP Procedure Memos and USDA guide books:

- The CDPHE-CACFP Procedure Memo FDCH #12-08 Guidance on Disaster Response;
- The CDPHE-CACFP Procedure Memo FDCH #14-03 Guidance on Income Eligibility Determinations & Duration Revised, Procedure Memo FDCH #14-05 Area Eligibility Using Census Data, and Procedure Memo FDCH #15-02 Area Eligibility in Child Nutrition Programs;
- The CDPHE-CACFP Procedure Memo FDCH #14-05 Area Eligibility Using Census Data Revised (11-19-2014); and
- The Eligibility Guidance for School Meals - Published August 2014.

This section includes a new definition of current income, and has extensive revisions in all areas of providers' and children's income eligibility determinations.

Section 6 - Program Payments

This section includes:

- The CDPHE-CACFP Procedure Memo FDCH #14-04 (Revised) Implementation of the Healthier Meals Policies; and the USDA-FNS Instruction 796-2 Rev.4.
- New cash-in-lieu rates and the deadline to contact the CDPHE-CACFP with the request for participation on USDA Foods to provide USDA Foods to participating providers.

Section 7 - Program Management and Section 8 - Financial Management

These sections include information from the USDA-FNS Instruction 796-2 Rev.4.

Beginning with fiscal year 2015, the CDPHE-CACFP will update the Sponsor's Manual as policies occur, and publish a new manual annually. If Sponsors note any errors, discrepancies, or omissions, please contact Gilda Barsallo at (303) 692-2337 or by e-mail at Gilda.Barsallo@state.co.us.

