

# Child Care Food Program 2015 Annual Training Handbook



## **Child Care Food Program** ...building healthy habits for life

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FLORIDA DEPARTMENT OF HEALTH  
DIVISION OF COMMUNITY HEALTH PROMOTION  
BUREAU OF CHILD CARE FOOD PROGRAMS

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(Updated 7/2015)

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# CCFP Annual Reminders:



## All Contractor Types (I, S, A, H, D, U)

- Set up your FY 2016 files for the CCFP.
- Make sure your records are updated, onsite and available at all times for review.
- Ensure that the And Justice For All poster is posted, along with the WIC Flyer (unless distributed to parents) and the Building for the Future flyer (multi-sites only).
- If catered, remember to renew or complete competitive procurement procedures before September 30, 2015 (see page 10 for more information).

## Independent Centers (I) and Sponsors of Affiliated Centers (S)

- If you use the binder method, make a new FY 2016 3-ring binder for Free and Reduced-Price Applications, Child Participation Information, Infant Feeding Forms and Enrollment Rosters (see binder method explanation below).
- Collect new Free and Reduced-Price Applications, Child Participation Information and Infant Feeding Forms for the new FY from parents/guardians
  - A recommended method for keeping these forms organized is to create a binder with A - Z tabs with a separate roster for each letter (or combination of letters – i.e., xyz). The forms stored in the binder (F/R Applications, Child Participation Forms and Infant Feeding forms) would be arranged by child's last name, behind the roster on which the child is listed.
  - Do not send these forms home; instead, have an informed staff person "man" a table during drop-off and pick-up times to help parents complete them. This will make the process quicker and easier.
  - The Child Care Enrollment Form in MIPS collects child participation information so if you use that form, you can just make a copy of it for the binder, in lieu of collecting the Child Participation Form.
  - Refer to page 9 for additional guidance on F/R applications
- Create New Enrollment Roster
  - **Every** child must be listed on the roster, even if they only attend for one day, and even if they do not eat. This includes infants, school-age children attending before and after-school programs, as well as all VPK children.
- Go to [www.floridahealth.gov/ccfp](http://www.floridahealth.gov/ccfp) if you'd like to watch a refresher module on approving Free and Reduced-Price Applications and creating Enrollment Rosters (found under the Training Opportunities link).

### **Afterschool Meals Program (A)**

- Ensure all your afterschool sites have been determined eligible within the last five years. If not, re-determine area eligibility (see guidance on page 28). Check out the report on your MIPS menu under Site Information called Site Eligibility Determination Date to see if any of your sites need updating.

### **Day Care Home Sponsors (D)**

- Ensure all Tier I providers that are qualified by school or census data have been determined eligible within the last five years. If not, re-determine tiering eligibility (see guidance on page 29). Check out the report on your MIPS menu under Provider Information called Provider Tier I Determination Date to see if any of your providers need updating.
- The Child Care Enrollment Form in MIPS collects child participation information so if you use that form, you do not have to collect a separate Child Participation Form.
- Periodically check the License Expiration report on your MIPS menu (under Contractor Information) to ensure DOH has the most current licenses on file for your providers.

### **Sponsors of Unaffiliated Centers (U)**

- Remind your centers to collect new Free and Reduced-Price Applications, Child Participation Information and Infant Feeding Forms from parents/guardians
  - Tip: Centers may use the Child Care Enrollment Form in MIPS to meet the requirement of collecting child participation information.
- Create new Enrollment Rosters for your centers
  - **Every** child must be listed on the roster, even if they only attend for one day, and even if they do not eat. This includes infants, school-age children attending before and after-school programs, as well as all VPK children.
  - If you use the binder method, make new FY 2016 3-ring binders for all your centers for filing the Rosters, Free and Reduced-Price Applications, Child Participation Information, and Infant Feeding Forms.
- Periodically check the License Expiration report on your MIPS menu (under Contractor Information) to ensure DOH has the most current licenses on file for your centers.

## Tips for a Successful Review

Below are seven areas in which errors are frequently found during reviews. Use the tips that are applicable to your program type to help improve the success of your future reviews.

### **Free and Reduced-Price Meal Applications**

- √ Ensure that all required information is recorded on the application (Refer to the Eligibility Guide for Child Care Centers)
- √ Check for completeness Food Assistance Program and TANF numbers, last four digits of Social Security numbers, and parents' signatures
- √ Ensure the frequency of each income is specified or the "no income" box is checked. If an individual has no income listed and the "no income" box is not checked, you can assume the person has no income and approve the application accordingly.
- √ Convert incomes with different frequencies to a total annual amount (refer to the Income Conversion Guidance on page 9)
- √ Children with missing or incomplete applications must be classified as Non-Needy until all required information is received and another classification can be verified
- √ There are two options for determining the effective date of a household's eligibility category: Option A and Option B. Each CCFP contractor must choose the option they will use and approve all applications using only that option. (See *Policy Memo April 24, 2014- Effective Date of Income Eligibility Determinations*)

### **Enrollment Rosters**

- √ Record the child's correct full name and/or nickname on the roster and use that name consistently on all CCFP forms
- √ Drop-ins and VPK children must be listed on the roster, even if the children only attend part-time or even for one day
- √ All enrolled children need to be on the roster, even if some of their paperwork is outstanding
  - ☺ TIP – Write a "P" (for pending) in pencil by the child's name until all the paperwork is in. Erase the "P" when all forms are received and the final Free/Reduced/Non-Needy determination is made.
- √ Record a last date of attendance for children who are no longer attending, (i.e. children who do not attend for a whole calendar month)
- √ The summary section at the bottom of each page of the roster must be compiled at the end of the month with the total number of Free/Reduced/Non-Needy children
- √ The total number of Free/Reduced/Non-Needy children from the summary sections of the enrollment roster pages should match the totals submitted on the Monthly Claim

### **Meals Claimed**

- √ Record all meal counts within one hour of service (does not apply to day care home providers whose meal counts can be recorded by the end of the day)
- √ Meal counts may be lower than daily sign-in sheets, attendance records, or number of delivered catered meals, but should never be higher
- √ Serve meals during the approved meal service times listed on the CCFP Site Information Sheet and Provider Data Sheet (exception: feed infants when they are hungry, not by a strict schedule)

## **Meal Pattern Requirements**

- √ Use the Menu Review Checklist when planning menus to ensure all requirements are met
- √ Review the *Guide to Crediting Foods* to ensure menu items are creditable
- √ Make sure that children 2 years of age and older are receiving lowfat (1%) or fat-free (skim) milk; whole milk is recommended for children between the ages of 1 and 2
- √ Use a cycle menu, either your own or one recommended by CCFP, to help with meal planning and to reduce errors
- √ Have copies of CN labels or Product Formulation Statements (PFS) for all main dish commercially processed/combination foods on your menu and be sure to use the calculations on the label to ensure the correct amounts are being served
  - ☺ TIP – The CCFP website ([www.floridahealth.gov/ccfp](http://www.floridahealth.gov/ccfp)) has a tutorial and a calculator for determining the correct serving sizes from CN labels (found under Nutrition and Menu Planning/Creditable Foods and Food Purchasing)

## **Menus**

- √ A Menu must be posted, legible and maintained on file
- √ Menus must include at least the name of the facility, dates, menu type (breakfast, lunch, snack, supper), and menu items
- √ Menus must be changed to reflect any meal component substitutions that are made. These changes must be made prior to the meal service.

## **Food Costs**

- √ You must purchase enough food to provide the appropriate number of servings and serving sizes for all children being served, including infants
- √ Use the Milk Usage Calculator on the CCFP website as a planning tool to ensure that enough milk will be purchased each month
- √ To estimate the amount of money that should be spent on food for the current month, aim to spend at least 50% of the amount of the previous month's total reimbursement on food
- √ Pay attention to administrative and non-food operating costs to make sure they are not cutting into the amount of money allocated for food

## **Expenditure Records**

- √ Store all monthly claim documentation in one envelope for easy reference; use the CCFP Monthly Documentation Checklist (located in MIPS under Blank Forms/Documents) to ensure you have all required records
- √ Keep all original receipts; copies are recommended, especially for receipts like thermal receipts which fade; however, copies alone are not sufficient to support CCFP reimbursement
- √ Operating and Administrative Expenditure Worksheets should be completed monthly, using the appropriate columns to record all expenses (self-calculating spreadsheets can be found on our website under Regulations, Guidance and Record Keeping).
- √ If claiming labor costs, Personnel Activity Reports (PARs) must be completed for all employees claimed and must be signed by both the employee and supervisor (self-calculating PAR forms can be found in MIPS and on our website under Regulations, Guidance and Record Keeping).

**NOTE:** Failure to maintain compliance in these areas could result in the issuance of a Notice of Serious Deficiency. Refer to Attachments 1 and 2 of your Child Care Food Program Permanent Contract.

## Free and Reduced-Price Meal Application Income Conversion Guidance

**PART 3 – ALL OTHER HOUSEHOLDS:** If you gave a Food Assistance Program or TANF number, then skip to Part 4. Otherwise, complete this part and Part 4.

HOUSEHOLD MEMBERS		INCOME AMOUNT & FREQUENCY				
		List pay frequency (i.e., annually, monthly, twice a month, biweekly, or weekly) after each amount.				
List the Names of <u>Everyone</u> in Your Household (include child listed in Part 1 above)	Check Box if Foster Child	Gross Earnings (Before Deductions) If self-employed, list net income	Welfare, Child Support, Alimony	Pensions, Retirement, Social Security	All Other Income (including personal use income of a foster child)	Check Box if Person has No Income
Last Name, First Name	<input type="checkbox"/>	\$ Amt. / Frequency	\$ Amt./Frequency	\$ Amt./Frequency	\$ Amt./Frequency	<input type="checkbox"/>
1. _____	<input type="checkbox"/>	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	<input type="checkbox"/>
2. _____	<input type="checkbox"/>	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	<input type="checkbox"/>
3. _____	<input type="checkbox"/>	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	<input type="checkbox"/>
4. _____	<input type="checkbox"/>	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	<input type="checkbox"/>
5. _____	<input type="checkbox"/>	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	<input type="checkbox"/>
6. _____	<input type="checkbox"/>	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	<input type="checkbox"/>

- ♣ In the income columns, parents are to list each income to the left of the slash and put the frequency they receive it to the right of the slash.
- ♣ In the section “For Contractor Use Only” the determining official is to circle the frequency of the “Total Household Income.”

**For Contractor Use Only:**

Food Assistance Program/TANF household      Total Household Size: \_\_\_\_\_ Total Household Income: \$ \_\_\_\_\_

Foster Child      Income Frequency: Weekly / Biweekly / Twice a Month / Monthly / Annually **(circle one)**

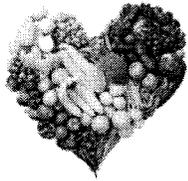
**Note:** If different income frequencies are listed, convert all income to an annual amount.  
Annual Income Conversion: Weekly x 52, Biweekly x 26, Twice a Month x 24, Monthly x 12

Eligibility Determination:  Free     Reduced     Non-needly

Reason for Non-needly Status:  Income too High     Incomplete Application     Other (Reason) \_\_\_\_\_

Signature of Determining Official: \_\_\_\_\_ Date Signed: \_\_\_\_\_

- ♣ If different income frequencies are listed in Part 3, you must convert all income to an annual amount. Weekly, multiply X 52; Biweekly X 26; Twice a month X 24; Monthly X 12.
- ♣ If the income frequencies listed in Part 3 are all the same, use that frequency to determine eligibility; do not convert to another frequency. For example, if all frequencies are monthly, do not convert them to annual; determine eligibility based on monthly.
- ♣ If there is income listed but no income frequency, the form is considered incomplete and the child is considered Non-Needy until the income frequency can be obtained. Do not assume a frequency when one is not listed.
- ♣ If hourly frequency is listed, do not assume 40 hours per week. Ask the household member how many hours per week they work.
- ♣ If an individual has no income listed and the “No Income” box is not checked, you can assume the person has no income and approve the application accordingly.



# Nutrition News



## Crediting Conundrum?

Item	Creditable?	Why or Why Not
Fruit/Gummy Snacks	No	Only creditable if Product Formulation Statement can be obtained
Veggie Straws	No	Considered a fruit/vegetable "chip" which is not creditable as a grain/bread nor fruit/veggie
Cheese "Product"	No	No standard of identity
Cheese "Food"	Yes	Portion must be doubled; a 2 oz portion = 1 oz meat alternate
Potatoes	Yes	Potatoes are a vegetable, not a grain
Pudding	No	Pudding does not meet the definition of fluid milk
Almond Milk	No	Only creditable with a medical statement that states almond milk must be given in place of cow <i>and</i> soy milk

## Free USDA Resources

USDA Food and Nutrition Service has a variety of resources available through Team Nutrition. Printed copies of Team Nutrition resources are free to participating CCFP organizations.

To view available resources, go to the CCFP website at [www.floridahealth.gov/ccfp](http://www.floridahealth.gov/ccfp) and click on: Nutrition and Menu Planning, Nutrition Education, For Child Care Providers, USDA Team Nutrition Resources.

## Catering

Fiscal year 2015-2016 catering documents are available on the CCFP website and in MIPS. Be sure to use these documents when procuring catered meal service for the upcoming federal fiscal year. Remember, all catering contracts expire September 30th.

Updated documents include:

- Renewal Catering Contract
- Standard Catering Contract
- Procurement Requirements
- Catered Cycle Menus
- Online training modules: Parts 1, 2, 3, 4  
website: [www.flhealth.gov/ccfp](http://www.flhealth.gov/ccfp)

**Please note: 2015-2016 catering contracts *do not* need to be included with your CCFP renewal packet.**

## Online Nutrition Modules

Several online modules are available on the CCFP website. Look under "Training Opportunities":

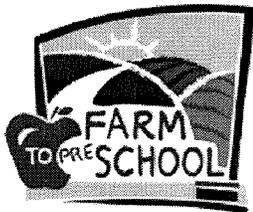
- The ABCs of Child Nutrition (CN) Labels
- Child Care Provider's Role in Preventing Childhood Obesity
- Creating a Breastfeeding Friendly Facility
- Serving Safe Food in the CCFP
- Catering Training Modules (Parts 1, 2, 3, and 4)



# Nutrition News (continued)

## Farm to Preschool

Farm to Preschool is a national initiative that works to connect early child care and education settings to local food producers. The goals are to serve locally-grown, healthy foods to young children, provide related nutrition education, and improve child nutrition.



To learn more, visit USDA's Farm to Preschool website at:  
[www.fns.usda.gov/farmtoschool/farm-preschool](http://www.fns.usda.gov/farmtoschool/farm-preschool)

### Gardening curriculum:

- USDA's *Grow It! Try It! Like It!* - this resource can be found on the USDA website mentioned above
- CCFP's *A Dozen Ways to Be Healthy* - the lesson plans can be found on the CCFP website: [floridahealth.gov/ccfp](http://floridahealth.gov/ccfp)

## Family Style Meals

Serving meals family-style is a best practice supported by the CCFP. Following are tips to ensure meals meet all requirements:

- Family-style meals are reimbursable when each child *has access* to the required portion size for each meal item.
- The minimum required amount of each food component must be present at each table for the number of children being served.
- Enough food must also be available for any adults who will be eating with the children.
- Center staff must supervise children during mealtime and act as good role models.
- To ensure safe food practices, food from bowls, dishes, and pitchers placed on the table may not be reused.

## Infant Feeding Reminders

This fall we will offer in-person Feeding Infants workshops. The dates and locations will be mailed to you in a memo and will also be posted on our website in early August.

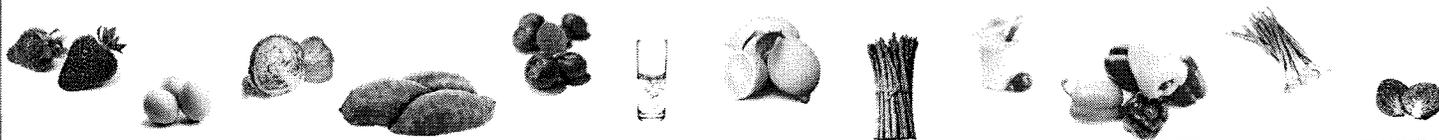


Don't forget:

- Infant menus must be posted - you can use the Standard Infant Menu found on the CCFP website under 'Nutrition and Menu Planning', 'Feeding Infants.'
- There is no scheduled meal time for infants; they should be fed on demand. However, you can only claim up to 2 meals and 1 snack or 2 snacks and 1 meal per infant per day.
- *A Guide to Crediting Foods* contains a section on creditable infant foods.
- The CCFP has a recognition program for centers that are breastfeeding friendly. Visit the CCFP website for more information.



**Thank you for all you do to support the health and wellness of Florida's children!**



## Food Service Inspection Requirements Child Care Food Program

Child Care Food Program (CCFP) regulations require child care facilities to have a current health/sanitation permit or satisfactory food service inspection report issued by a local authority at least yearly. Centers must provide a copy of their current food service inspection documentation as part of the application process and also make it available during a CCFP monitoring review. Food service inspection documentation is valid for one year from date of issuance or until the expiration date on the document, whichever date is earlier.

### **For DCF licensed child care centers:**

The Department of Children and Families (DCF) provides food service inspections to licensed child care centers in 62 counties. DCF has updated the child care standards for centers (Chapter 65C-22, Florida Administrative Code effective 8/1/2013). As part of licensing, DCF inspects for food service according to standard 65C-22.002 Physical Environment and 65C-22.005 Food and Nutrition. A valid licensing inspection report indicating compliance with the updated standards is required.

### **For religious-exempt child care centers:**

The Environmental Health section of the local county health department will provide food service inspections to religious-exempt child care centers, when requested. When requesting an inspection, a completed Request for Food Service Inspection form must be submitted to the local county health department. Please contact CCFP state headquarters office at 850-245-4323 for request form and local county health department contact list.

### **For public/private schools:**

Environmental Health from the local County Health Department (CHD) is responsible for food service inspections and issuing DOH Food Permits to public and private schools.

### **For locally licensed child care centers:**

Local licensing is responsible for food service inspections in five counties: Broward, Hillsborough, Palm Beach, Pinellas, and Sarasota. Food service documentation will be determined by the county of issuance. See the table below for local licensing and food service inspection contact information.

County	Licensing inspection	Food service inspection
Broward	Ph: 954-357-4800	Environmental Licensing and Building Permitting Division, Child Care Food Service Section Ph: 954-765-4400, press #, ext. 9696
Hillsborough	Ph: 813-264-3925 ext. 53565	Same
Palm Beach	Ph: 561-837-5971	Same
Pinellas	Ph: 727-507-4857	Ph: 727-507-4336 ext. 7476
Sarasota	Ph: 941-861-6650	Ph: 941-861-3317



# UPDATES in MIPS!



Under **Blank Forms/Documents** and **Nutrition Guidance** (links on your MIPS menu) is where you can find the materials needed to operate the Child Care Food Program. **Check here ALWAYS** to get the most updated form. Below is a list of some of the new forms/documents that have been updated or added since last renewal.

We are in the process of changing many of our forms to fillable pdf documents so they can be competed online. Continue to check MIPS for the most updated forms and if there's something you'd like us to put in MIPS that is not there please email [Ellen.Farrell@flhealth.gov](mailto:Ellen.Farrell@flhealth.gov). Thanks!

## Forms that Apply to Multiple Types of Contractors:

Applications and Sites – All

WIC Flyer 2015 – All

Delegation of Signing Authority – All

Compensation Plan for Labor Costs – All

Supplemental Budget for Special Cost Items – All

Board of Directors Certification – All non-profits

Child Care Enrollment Form (English, Spanish and Haitian-Creole) – D, I, S, U

Child Participation Form (Haitian-Creole) – D, I, S, U

Management Plan – A, H, S, D

Budget – A, H, I, S

Sample Corrective Action Plan – A, H, I, S

Free and Reduced Price Application – fillable format – I, S, U

Eligibility Guide – I, S, U

Income Eligibility Guidelines – I, D, S, U

50% School List – A, D

## Day Care Home Sponsors only:

Tiering Process Checklist

Tiering Documentation Checklist

Sponsor-Provider Agreement (English and Spanish)

## Afterschool Meals Programs only:

Sponsor-Site Agreement (English and Spanish)

Change Form

Checklist for Adding an AMP site (now two versions – new one for school districts)

## Sponsors of Unaffiliated Centers only:

Sponsor-Center Agreement (English and Spanish)

## **Important Reminders:**

- Many of our self-calculating forms are also found on our website under Regulations, Guidance and Record Keeping (i.e., Monthly Meal Count Record, Attendance Record, Personnel Activity Reports, Expenditure Worksheets)
- All policy memos can be found under the **Policy Memos** link on your MIPS menu.

# Claiming Tips

## **How to Check the Status of your CCFP Payment:**

- 1) Enter this website address <https://flair.dbf.state.fl.us/> (this link is on the MIPS login screen and on our website under Claiming Instructions and Information)
- 2) Click on Vendors, Payment History
- 3) Enter FEID or SSN
- 4) Pick the Month before the Claim Month that you are researching from the drop down box
- 5) Pick the desired year
- 6) Pick the Department of Health from the Department drop down box
- 7) Click on Submit

## **Direct Deposit (EFT) for CCFP Payments:**

Contact the Department of Financial Services directly at (850) 413-5517 for direct deposit questions or changes.

## **Additional Documentation Required (ADR) Information:**

If there is an ADR (Additional Documentation Required) placed on the CCFP contractor's record, claims cannot be filed on-line. The contractor must send paper claims to their Program Specialist with all required documentation until the ADR is removed. The claims are reviewed and approved by the Program Specialist and sent up to Tallahassee for entry.

Important Note: If an ADR is issued, the contractor must still meet the 60-day deadline by turning in the paper claim to their assigned Program Specialist by that date. Being on ADR is not an excuse for filing a late claim.

## **What to Do if You are Locked Out of MIPS:**

If, for any reason, you get locked out of MIPS, please follow the instructions in the message you receive. It will typically say to:

- 1) Log out of the internet browser;
- 2) Wait 10 minutes; and
- 3) Click on Locked Out or Forgot Password? link on the MIPS login screen.

If you follow these steps, you will be able to unlock yourself and reset the password yourself.

If you were not the one who set up the Security Question and therefore are not able to answer it, call Ellen Farrell at 850-245-4596 so she can help you through the process.

**FLORIDA DEPARTMENT OF HEALTH  
CHILD CARE FOOD PROGRAM  
FEDERAL FISCAL YEAR 2016  
60-DAY CLAIMING DEADLINES  
FOR POSTMARKS, STAMPED RECEIVED OR ENTERED INTO MIPS**

<u><b>CLAIM MONTH</b></u>	<u><b>CLAIMING DEADLINE</b></u>
---------------------------	---------------------------------

**Final Four Months of FY 2015**

JUNE 2015	AUGUST 29, 2015
JULY 2015	SEPTEMBER 29, 2015
AUGUST 2015	OCTOBER 30, 2015
SEPTEMBER 2015	NOVEMBER 29, 2015

**FY 2016**

OCTOBER 2015	DECEMBER 30, 2015
NOVEMBER 2015	JANUARY 29, 2016
DECEMBER 2015	FEBRUARY 29, 2016
JANUARY 2016	MARCH 31, 2016
FEBRUARY 2016	APRIL 29, 2016
MARCH 2016	MAY 30, 2016
APRIL 2016	JUNE 29, 2016
MAY 2016	JULY 30, 2016
JUNE 2016	AUGUST 29, 2016
JULY 2016	SEPTEMBER 29, 2016
AUGUST 2016	OCTOBER 30, 2016
SEPTEMBER 2016	NOVEMBER 29, 2016

According to FNS instruction 113-1, Section XI, training on Civil Rights is required annually for all levels of CCFP administration. Please ensure you are compliant with the following information and your "And Justice for All" poster is displayed in a prominent place. For replacement posters please call Carla Thomas at 850-245-4323.

This PowerPoint can be found on our website under Training Opportunities, for your use in training your staff.

\*\*\*Civil Rights in the Child Care Food Program (CCFP)\*\*\*

### Why is Civil Rights important?

Ensures equal access to the Child Care Food Program

1

### What is Discrimination?

The act of distinguishing one person or group of persons from others, either intentionally, by neglect, or by the effect of actions or lack of actions based on their protected classes

2

### Six Protected Classes

- Race
- Color
- National Origin
- Age
- Sex
- Disability

3

### Civil Rights Assurances

A civil rights assurance is incorporated in all agreements between the state agency and contractor in order to ensure that ALL children have access to the child nutrition programs.

Agreements between sponsors and their facilities also include civil rights assurances.

4

### Public Notification System

Display in a prominent place the "And Justice For All" poster  
Request Posters from Carla Thomas  
850.245.4323

Standard Poster comes in English or Spanish. Other translations found:  
<http://www.fns.usda.gov/cr/justice.htm>  
lm#translations



5

### Public Notification System

Program Availability

Inform participants and prospective participants of their program rights and responsibilities and the steps necessary for participation.

6

## Public Notification System

### Nondiscrimination Statement

Include the nondiscrimination statement on all publications, including web sites, that inform the public about the CCFP.

(Examples of where this is found: News Release, "And Justice for All" poster, "Building for the Future" letter, any CCFP materials provided to the public)

7

## Public Notification System

### Nondiscrimination Statement

**NEW Full Statement:**

The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal and, where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or if all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).

Individuals who are deaf, hard of hearing, or have speech disabilities and wish to file either an EEO or program complaint please contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (in Spanish).

USDA is an equal opportunity provider and employer.

8

## Public Notification System

### Nondiscrimination Statement

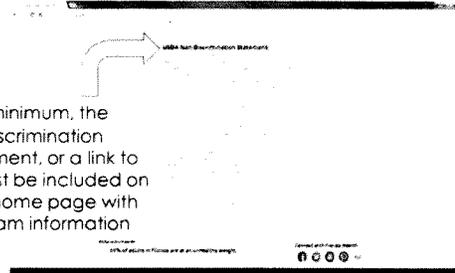
**Minimum Statement:**  
(use only if limited space is available)

"This institution is an equal opportunity provider" or  
"The Child Care Food Program is an equal opportunity provider."

9

## Public Notification System

### Nondiscrimination Statement



At a minimum, the nondiscrimination statement, or a link to it, must be included on your home page with program information

10

## Public Notification System

### Complaint Information

Participants must be advised of their rights and the complaint procedures including how to file a complaint

11

## Handling Complaints

**Right to File a Complaint:**  
Any person alleging discrimination based on race, color, national origin, age, sex, or disability has a right to file a complaint within 180 days of the alleged discriminatory action.

**Complaints:**

- Written or verbal
- Anonymous complaints should be handled as any other complaint
- State agencies can develop complaint forms, but the use of such forms cannot be a prerequisite for acceptance of a complaint

12



## Language Assistance

Contractors have a responsibility to take steps to ensure meaningful access to their programs and activities by persons with Limited English Proficiency (LEP).

LEP describes individuals who do not speak English as their primary language and who have a limited ability to read, speak, write, or understand English.

Translated materials are available from the CCFP

19

## Reasonable accommodations for persons with disabilities

Americans with Disabilities Act - prohibits discrimination based on a disability in all services, programs, and activities provided to the public by State and local governments, except public transportation services. This means that agencies must ensure persons with disabilities have:

- Program accessibility (phone, mail, etc.)
- Effective communication with agency staff
- Easy access to the building itself

20

## Equal opportunity for religious organizations

Ensures a level playing field for the participation of faith-based organizations and other community-based organizations (FB/CBO) in USDA programs

Creates new opportunities to serve more people in need

USDA is working to ensure that FB/CBO have equal access to USDA funding opportunities, especially those groups that have not partnered with the government before

21

## Good Customer Service

Providing good customer service is key to avoiding the appearance or perception by anyone of unlawful discriminatory statements or actions



22

## Resolving conflict

Conflict comes about from differences - in needs, values and motivations. Sometimes through these differences we complement each other, but sometimes we will conflict.

Conflict is not a problem in itself - it is what we do with it that counts.

For more information on strategies to resolve conflicts  
- <http://www.crnhq.org/twelveskills.html>

23

## Civil Rights Training

All staff must receive training on all aspects of civil rights compliance on an annual basis, including:

- Effective public notification systems
- Complaint procedures
- Compliance review techniques
- Resolution of noncompliance
- Collection and use of racial/ethnic data
- Requirements for language assistance
- Requirements for reasonable accommodation of persons with disabilities
- Customer service
- Conflict resolution

24

# Call WIC today!

WIC provides healthy foods that are good for you, your infant, and your child, plus helpful nutrition information—all at no cost.

For more details, call: 1-800-342-3556

WIC serves these eligible Women, Infants, and Children:

- Women who are pregnant or breastfeeding
- Women who have recently been pregnant
- Infants under 12 months of age
- Children under 5 years of age

To be income-eligible for WIC, you must have a total household income equal to or less than the amounts shown in the WIC INCOME GUIDELINES OR you are income-eligible if you are currently receiving Medicaid, Temporary Cash Assistance (TCA), or Food Assistance. USDA is an equal opportunity provider and employer.

## ¡Llame a WIC hoy mismo!

WIC provee alimentos saludables para usted, su bebé y su niño, además le brinda información nutricional, sin costo alguno para usted. Para obtener más detalles, llame al: 1-800-342-3556

WIC ofrece servicios a Mujeres, Infantes y Niños que son elegibles:

- Mujeres embarazadas o que estén dando pecho
- Mujeres que hayan estado embarazadas recientemente
- Bebés menores de 12 meses de edad
- Niños menores de 5 años de edad

Requisitos de ingresos para ser elegible en WIC, debe tener un ingreso familiar total a/o inferior a las cantidades que figuran en las PAUTAS de INGRESOS para WIC O, reunirá los requisitos si actualmente recibe Medicaid, asistencia financiera temporera (Temporary Cash Assistance—TCA) o asistencia de alimentos (Food Assistance). El USDA es un proveedor y empleador que ofrece igualdad de oportunidades.

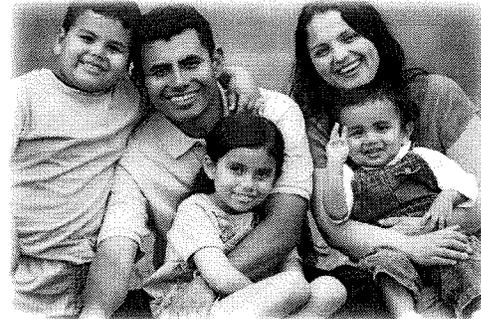
## Rele WIC jodi a!

WIC bay manje ki bon pou lasante ou, pou ti bebe ou, epi pou ti moun ou, anplis li ba w enfòmasyon sou nitrisyon ki itil—tout bagay sa yo san ou pa peye senk kòb. Pou plis detay, rele: 1-800-342-3556

WIC bay sèvis pou fanm, ti bebe, ak ti moun ki elijib:

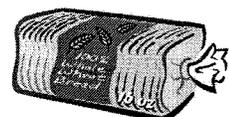
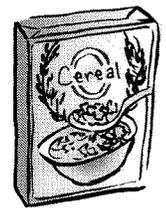
- Fanm ki ansent oswa k ap bay tete
- Fanm ki fèk ansent
- Ti bebe ki poko genyen 12 mwa
- Ti moun ki poko genyen 5 an

Pou elijib pou WIC selon revni w, revni total tout moun nan kay la dwe egal a montan ki nan Règleman pou Revni WIC lan oswa li dwe mwens OSWA, ou ka elijib selon revni w si w ap resevwa Medicaid, Asistans Lajan Kach Tanporè (Temporary Cash Assistance—TCA) oswa Asistans Manje (Food Assistance). USDA se yon founisè ak anplwayè ki bay opòtinite egal.



WIC INCOME GUIDELINES	
Pautas de Ingresos para WIC	
Règleman pou Revni WIC	
Household Size Tamaño de la Familia Kantite moun ki nan kay la	Monthly Income* Ingreso Mensual* Revni Mansyè*
1	\$ 1,815
2	\$ 2,456
3	\$ 3,098
4	\$ 3,739
5	\$ 4,380
6	\$ 5,022
7	\$ 5,663
8	\$ 6,304

\*before taxes & deductions  
\*antes de descontados los impuestos y otras deducciones  
\*anvan taks ak dediksyon  
Revised/Revisado/Revize 5/1/15



# Specific Contractor Types Section

The following pages do not apply to all contractors, but are meant for specific types as indicated below:

Pages 22 – 25: Multi-Site Contractors

Pages 26 – 28: Afterschool Meals Program Contractors

Page 29: Day Care Home Sponsors

# *Building for the Future*

This facility participates in the Child Care Food Program (CCFP), a Federal program that provides healthy meals and snacks to children in child care settings.

Each day more than 2.6 million children participate in the CCFP at day care homes, child care centers, and afterschool programs across the country. Providers are reimbursed for serving nutritious meals that meet USDA requirements. The program plays a vital role in improving the quality of child care and making it more affordable for low-income families.

## **Meals**

CCFP facilities follow meal requirements established by USDA.

Breakfast	Lunch or Supper	Snacks (Two of the four)
Milk Fruit or vegetable Grains or bread	Milk Meat or meat alternate Grains or bread Two different servings of fruits or vegetables	Milk Meat or meat alternate Grains or bread Fruit or vegetable

## **Participating Facilities**

Many different homes and centers operate the CCFP and share the common goal of bringing nutritious meals and snacks to participants. Participating facilities include:

- **Child Care Centers:** Licensed or approved public or private nonprofit child care centers, Head Start programs, and some for-profit centers.
- **Family Day Care Homes:** Licensed or approved private homes.
- **Afterschool Programs:** Sites in low-income areas provide free snacks and/or meals to school-age children and youth.
- **Homeless Shelters:** Emergency shelters provide food services to homeless children.

## **Eligibility**

State agencies reimburse facilities that offer non-residential child care to the following children:

- children age 12 and under,
- migrant children age 15 and younger, and
- youth through age 18 in afterschool programs in needy areas.

## **Civil**

### **Rights**

The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or if all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.) If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov). Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (in Spanish). USDA is an equal opportunity provider and employer.

## **Contact**

**Information** If you have questions about the CCFP, please contact one of the following:

### **Sponsoring Organization/Facility:**

### **State Agency:**

Florida Department of Health  
Bureau of Child Care Food Programs  
4052 Bald Cypress Way, Bin A-17  
Tallahassee, Florida 32399-1727  
850.245.4323



Revised 9/2013

S-130-06

## Uploading Claims to MIPS

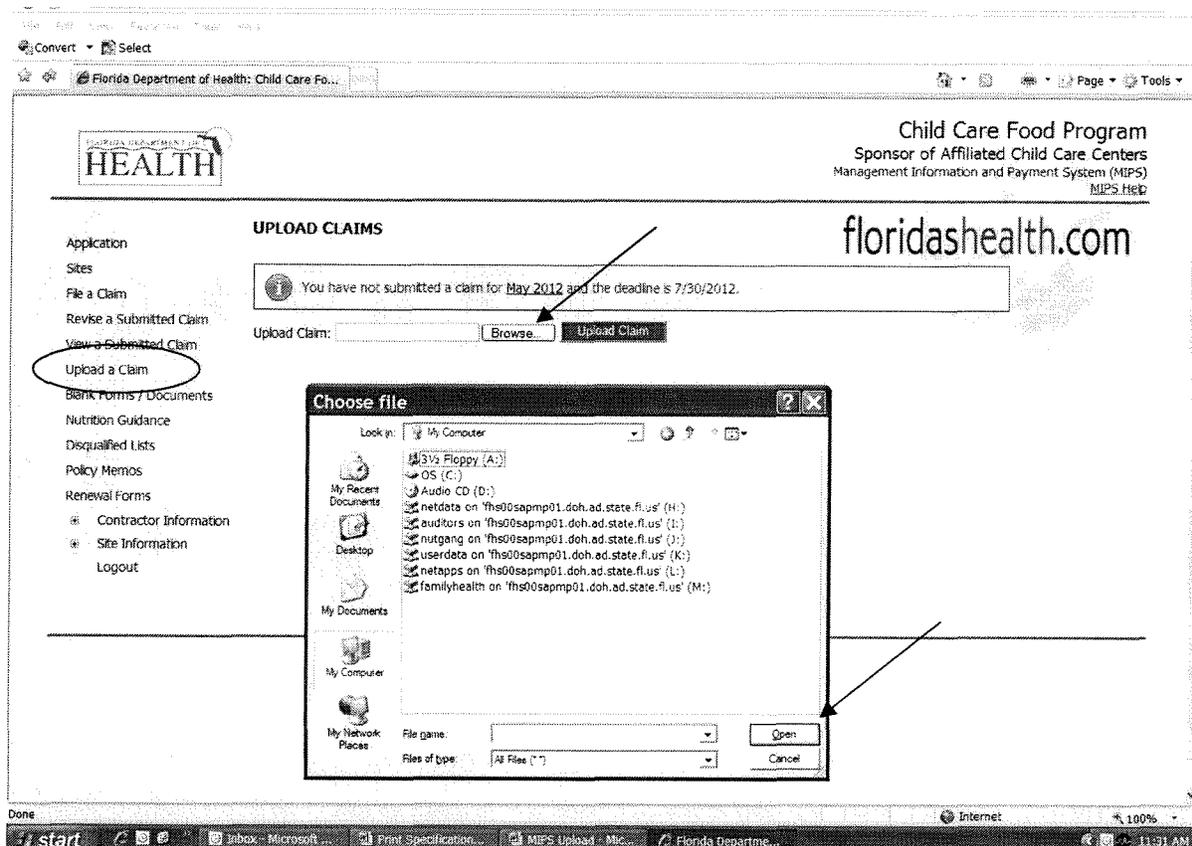
If you are a multi-site contractor, you can file your claim in MIPS one site claim at a time, or if you prefer, you can upload an Excel file from your computer.

Uploading is the recommended method if you have **10 or more sites**, simply because it takes less time, but it is not required.

If you have not uploaded before but would like to start that process, please follow these instructions:

- 1) Contact Ellen Farrell at [Ellen.Farrell@flhealth.gov](mailto:Ellen.Farrell@flhealth.gov) letting her know you'd like to start uploading your monthly claims.
- 2) Ellen will send you the appropriate Excel spreadsheet that you will use each month for the upload.
- 3) Each month you will enter your data into the Excel spreadsheet and save it on your computer.

When you get ready to file your claim, instead of clicking **File a Claim**, click on **Upload a Claim**. You will then select **Browse** and navigate to the location of the file you want to upload. After selecting the file, Click on the **Open** button at the bottom of the box and the file will appear in the Upload Claim box. Then click on the blue **Upload Claim** button. Easy as that!! 😊



Once you have uploaded your site claim data, you will get a message on the screen letting you know how many files were uploaded successfully. It will also let you know of any site claims that were not uploaded due to data errors.

If you have error messages listed, it is recommended that you do a screen print (Ctrl - Print Screen and paste to a Word document) so you will have a record of the errors you need to fix. To fix any errors in the site claims, at this point you will need to go into each individual site claim, make the change, then click the Save Data button.

After all site claims have been saved successfully, you will go to the Sponsor Claim to finish the claiming process and submit the claim.

Please note the following rules regarding the upload file:

- 1) The file must be saved in .csv format (comma-delimited Excel format) – the file you receive from Ellen will already be in this format – don't change it or it will not work properly.
- 2) The first row in the spreadsheet you upload must be the exact column headings that are in the spreadsheet you receive (do not change them).
- 3) For S's and U's, in the Site Number column, enter the Center Number, which is the number you assigned to the site. If you let MIPS assign the number, Site Number and Center Number will be identical.
- 4) For Authorization Number, just put the number (no letter or dash).
- 5) For Month, enter the number, not the word (i.e. April = 4).
- 6) Fields must be numeric - no commas or decimals.
- 7) All fields must be complete so if no value is necessary, enter a zero. There cannot be any blank fields when you upload.
- 8) If a site is not claiming for a certain month the site must not be included in the upload file because MIPS will not accept all zero meals.

For further instructions on filing your claim, please go to our website ([www.floridahealth.gov/ccfp](http://www.floridahealth.gov/ccfp)) in the Claiming Instructions section on our home page.

## Accessing the National Disqualified List (NDL)

The National Disqualified List (NDL) is a list of institutions, individuals, and family day care home providers that have been terminated and disqualified from participation in the Child Care Food Program (CCFP). Title 7 Code of Federal Regulations Part 226 (7 CFR Part 226) strictly prohibits disqualified individuals and institutions from participating in the Child Care Food Program (CCFP) in any capacity. Therefore, **sponsoring organizations** must access the NDL to ensure they do not employ individuals on the list to work on the CCFP; and that they do not add a new facility (center or provider) that is on the list to participate on the CCFP under their sponsorship. Individuals and facilities typically remain on the list for seven (7) years, or longer if monies are owed to the State Agency.

Sponsoring Organizations have eAuthentication **Level One** access to view the NDL:

Go to: <https://identitymanager.eems.usda.gov/registration/index.aspx>

Follow the directions for **USDA Customers - What Level of Access Do You Need?**

Choose **Request Level 1 Access**. Click on Register for a Level 1 Account.

All required fields are red and marked by an asterisk (i.e. \*).

Password must be:

- Be 12-24 digits long
- Include one number
- Include one uppercase letter
- Include one lowercase letter
- Include one special character
- Dictionary words may not be used on passwords

There are four security questions. You will need to select and answer four distinct questions. This information will be used to validate your identity if you forget your password.

When you have completed this information, you will receive an e-mail with your User ID, Name, E-mail and Security Questions and Answers. Suggestion: Write down your new 12-24 digit password on this page and save in a secure place. Follow the instructions in the email to complete the process.

In the e-mail, it will have a place to click **ACTIVATE MY ACCOUNT**. Click on this and then save the page as a favorite. This webpage is where you will log in to the NDL. After you log in, you will come to:

Home Print Logout Help

### Welcome To The National Disqualified List Application

Today's Date: Wed Nov 12, 2014 14:58:06 CST

Please select the desired feature from the menu on the left.

Welcome Sponsoring Organization user.

#### Introduction

Section 243(c) of Public Law 106-224, the Agricultural Risk Protection Act of 2000, amended § 17(d)(5) of the Richard B. Russell National School Lunch Act (42 U.S.C. 1766 (d)(5)(E)(i) and (ii)) by requiring the Department of Agriculture to maintain a list of institutions, family day care home providers, and individuals that have been terminated or otherwise disqualified from Child and Adult Care Food Program (CACFP) participation. The law also required the Department to make the list available to State agencies for their use in reviewing applications to participate and to sponsoring organizations to ensure that they do not employ as principals any persons who are disqualified from the Program. This statutory mandate has been incorporated into § 226.6(c)(7) of the CACFP regulations.

You will need to use the left bar and either search by Individual or by Institution.

If you have any questions or difficulty accessing the NDL, please contact Marlene DuBois at 850-245-4323.

## Afterschool Meals Program (AMP)

### How to Determine Area Eligibility for Non-School Sites

An AMP site must be located within the geographical boundaries of a school zone in which 50 percent or more of the children enrolled are eligible for free or reduced-price school meals. This is referred to as area eligibility. School zones for elementary, middle, or high schools are used in determining area eligibility.

Each site must have its area eligibility re-determined at least every five years. Below are the guidelines for re-determining area eligibility:

1. Re-determination of each site's area eligibility must be completed at least once every five years. (Example: Initial determination is made January 16, 2012, and is effective January 1, 2012. Re-determination must be completed by the end of January 2017, and will be effective January 1, 2017.) The report from MIPS, titled "AMP Site Eligibility Determination Date" lists the determination date for all sites and can be used as an aid to ascertain when the site eligibility must be re-determined.
2. If an afterschool site relocates to a different school zone, the eligibility of the site must immediately be re-determined, using the most recent 50% School List.
3. Each year, contact the county school board to determine if school zones have remained the same, or have changed, and document the details of this contact. If public school zones have changed:
  - a. All new sites must be approved using the new school zones.
  - b. Existing sites may keep their eligibility until the end of their five year period of eligibility. After the five year period, the eligibility of the existing sites must be re-determined using the most recent school zones and *50% School List*.
4. When choosing to re-determine a site's area eligibility prior to eligibility expiration, use the most current *50% School List* in existence when the re-determination takes place.
5. If a site is terminated from the AMP and subsequently added back on the AMP, the most recent 50% School List must be utilized to make a current area eligibility determination.
6. When a new *50% School List* is issued:
  - a. Contractors must use the new list for determining the area eligibility of any new site(s) **and** any existing sites whose five year eligibility is exhausted.
  - b. Existing sites that are within their five-year eligibility period may retain their area eligibility until the end of their current five-year period.
7. USDA, DOH, or a sponsor of multiple sites has the authority to change an area eligibility determination if new information becomes available to indicate that the site is no longer eligible.

**PLEASE NOTE:** Some schools on the 50% School List (e.g. exceptional schools, university lab schools, Florida School for the Deaf and Blind, Juvenile Justice Schools, charter schools, virtual schools, etc.) do not have traditional school zones and are not to be used to determine area eligibility.

## **Afterschool Meals Program (AMP)**

### **How to Determine Area Eligibility for School Sites**

Area eligibility for each site must be determined using school zone information and the Department of Health (DOH) 50% School List. This list is published annually by DOH, Bureau of Child Care Food Programs using National School Lunch Program data provided by the Florida Department of Agriculture and Consumer Services. USDA regulations do not permit the use of census information to qualify sites for the AMP.

Follow the process below to determine and document a school site's area eligibility:

Check the current DOH 50% School List to determine if the school is listed. If so, then the site located at that school is area eligible for the AMP. List the eligibility determination information on the Site Information Form, section # 3. If the school is not listed, then follow the steps listed below only if the school is located in a traditional school zone (not school choice). If the school is located in a school choice zone, contact Lisa Gruber or Brenda Lane at 850-245-4323 for how to determine eligibility.

- 1) Check the school district's website or with the district zoning office to obtain the school zones (elementary, middle, and high) for the street address of the school. Then check the DOH 50% School List to see if one of the other two schools for the zone are listed. If so, then the school site would area eligible. Enter the eligibility determination information on the Site Information Form, section # 3.
- 2) If none of the three schools are listed, then the site does is not eligible for participation in the AMP.

For sites that are area eligible, keep on file, a copy of the page from the DOH 50% School List with the qualifying school highlighted.

The current DOH 50% School List can be found on the CCFP website at [www.floridahealth.gov/ccfp](http://www.floridahealth.gov/ccfp) by clicking the Afterschool Meals Program link (on the menu to the left), then clicking on "50% School List."

## Afterschool Meals Program – Site Eligibility Determination

Afterschool Meals Program sponsors are required to re-determine site eligibility of sites qualified by school data every **five years**. Sponsors can pull a report from MIPS that will identify the last determination date.

1. Log-in to MIPS
2. Expand “Site Information”
3. Then click on “Site Eligibility Determination Date”
4. Select the Current Fiscal Year (this eliminates errant data)
5. Click Preview Report
  - The report lists sites by determination date
  - Sites are listed in chronological order by determination.

See the examples below. The report (see right box) displays the determination date and school list year for each site.

The screenshot shows the Florida Health MIPS interface. On the left is a navigation menu with categories like Application, Budget, Sites, History Search, etc. The 'Site Information' category is expanded, and 'Site Eligibility Determination Date' is circled. In the main content area, under the heading 'REPORT: SITE ELIGIBILITY', there is a message 'You have not submitted' and a 'Fiscal Year: 2015' dropdown menu. Below that, the 'Preview Report' button is circled.

<u>Determination Date</u>	<u>School List Year</u>	<u>Name of School</u>
3/1/2010	2010	LUCILLE MOORE
12/1/2010	2010	HILAND PARK ELEM.

In the example above, this contractor would need to re-determine the site eligibility for Lucille Moore on 3/1/2015 or before and for Hiland Park Elementary on 12/1/2015 or before.

## Day Care Homes – Tier Eligibility Determination

Day Care Home Sponsors are required to re-determine tier eligibility of Tier I providers qualified by school or census data every **five (5) years**. Sponsors can pull a report from MIPS that will identify the next determination date.

1. Log-in to MIPS
2. Expand “Provider Information”
3. Then click on “Provider Tier I Determination Date”
4. Select the Current Fiscal Year (this eliminates errant data)
5. Click Preview Report
  - The report lists providers by Tier I category (School, Census and Provider Income)
  - Providers are listed in chronological order by determination.

See the examples below. The report (see right box) displays the determination date and next determination due date for each provider.

**REPORT: PROVIDER**

Application  
Budget  
Providers  
File a Claim  
Revise a Submitted Claim  
View a Submitted Claim  
Upload a Claim  
Blank Forms / Documents  
Nutrition Guidance  
CCFP Active Sites  
Disqualified Lists  
Policy Memos  
Renewal Forms  
 \* Contractor Information  
 \* Provider Information  
     Provider Claim Data Summary  
     Provider Missing Claim  
     Provider Payment Summary  
     Provider Reimbursement  
     Provider Tier I Determination Date

**Florida Dep**  
**Child Ca**  
**DCH Tier I**  
 Fiscal Year: 2014

Tier I by School Data			
Determination Date	Next Determination Due	School List Year	School Name
07/2009	07/31/2014	2009	ST. CLAIR EVANS
09/2009	09/30/2014	2009	GEORGE WASHINGTON CA
09/2009	09/30/2014	2009	BISCAYNE ELEMENTARY
09/2009	09/30/2014	2009	BISCAYNE ELEMENTARY
09/2009	09/30/2014	2009	BISCAYNE ELEMENTARY
09/2009	09/30/2014	2009	GARDEN CITY ELEMENTARY
09/2009	09/30/2014	2009	OAK HILL ELEMENTARY
09/2009	09/30/2014	2009	BISCAYNE ELEMENTARY
09/2009	09/30/2014	2009	HIGHLANDS ELEMENTARY

Remember that the following must be updated annually:

- Provider Income Statement form:
  - For providers qualifying as Tier I based on provider income or Food Assistance/TANF eligibility (back-up documentation required to be on file)
  - For Tier I providers qualifying to claim “own” children for meals
- Tier II Household Income Statement form for all children in Tier II DCH for which provider will be reimbursed at the high rate.