



Washington Office of Superintendent of
PUBLIC INSTRUCTION

CACFP ADMINISTRATIVE REVIEW

FINDINGS RESULTING IN MENU DISALLOWS AND FISCAL ACTION

FINDINGS

When Findings occur during administrative reviews, meals may be disallowed, and the rate of reimbursement may be revised resulting in Fiscal Action (FA). The findings listed in this document detail when meal disallowances will be made or when the rate of reimbursement will be changed. All findings are assigned corrective action (CA). The Sponsor is responsible for submitting corrective action plans (CAP) to describe how the finding(s) will be permanently corrected.

SERIOUS MANAGEMENT PROBLEMS

Demonstration of significant operational weakness in any area of the administrative review will initiate the Serious Management Problem (SMP) process. Significant operational weaknesses include repeat findings and new findings serious in nature. SMP Corrective Action will be assigned to permanently correct the finding(s). If finding(s) are not corrected, OSPI will propose to terminate the Sponsor's OSPI CACFP agreement.

Month of Review or Meal Observation
Finding: Errors in Meal Counts/Claim Validation-Meal(s) will be disallowed
Meal counts cannot be verified due to insufficient documentation.
Errors were found in the number of meals claimed for the review month.
Meal counts are not taken at the point of service (POS).
Meals were claimed for children not in attendance.
Meals were claimed in meal/snack category not approved in WINS.
No record provided to substantiate no more than three feedings per participant, per day were claimed (head count taken, not conducting by name meal count, etc.)
More than 3 meals claimed per participant.
More than one At-Risk meal and one At-Risk snack were claimed per child per day.
Meals claimed exceeded license capacity (with no documentation of shifting) and/or total attendance.
For-Profit claim eligibility was not met.

Month of Review Menu or Meal Observation
Finding: Incompliance with Meal Pattern Requirements -Meal(s) will be Disallow
Cereal served with more than 6 grams added sugar/dry oz.
Yogurt served with more than 12 grams added sugar/6oz.
Tofu served not meeting 5 grams protein per 2.2oz.
Juice served more than one time per day.
juice served was not 100% juice.
2 fruits served at lunch and/or supper taking the place of a vegetable.
Meat/Meat Alternate served in place of grains at breakfast more than 3 times/week.
Meat/Meat Alternate served at breakfast in lieu of fruit/veg.
Grain-based dessert served as grain component.
Flavored milk not non-fat or 1%
Flavored milk served to under 6 years
whole or 2% milk served to 2 years and older
Missing component at any meal or snack.
Short portion size component at any meal or snack.
Non-creditable foods served as a component.
Non-creditable milk substitute served without a Special Dietary Needs form.
Meal or snack does not meet meal pattern.
One Whole Grain Rich item was not served during any meal service during the day.
Deep fat frying was used as a cooking method on-site.
Parents provide more than one item for a child without medical documentation.
Small cups are used, not allowing full portion of milk or juice.
Finding: Insufficient Documentation- Meal(s) will be disallowed
No menu available.
Menus are not dated (daily/weekly/monthly).
Standardized recipes are not used, and quantity of meal components is not identified.
Special Dietary Needs, Fluid Milk Substitution forms or medical documentation are not on file.
Missing or expired Child Nutrition Label or missing Product Formulation Statement for commercially processed foods such as lunchmeat, Chicken Nuggets and raviolis.
Child Nutrition Label or Product Formulation Statement are provided, but they do not match the products served.
Labels are provided for grain identified as the whole grain rich (WGR) item for the day, but does not meet the WGR requirement.
Labels/packaging are not on file to verify Whole Grain Rich items.
Labels are not on file to verify sugar in yogurt or cereal.
Labels are not on file to verify the protein in tofu.

Rate of Reimbursement
Finding: Errors with Participant Free, Reduced-Price, Above Scale Eligibility
Please note: All participant eligibility documentation will be reviewed as provided. If there is missing documentation hindering verification of Free or Reduced-Price (F/RP) Eligibility, children will move to Above Scale. No grace period will be offered to Sponsors to obtain missing documentation such as case numbers, Social Security Numbers, clarify income, or Head Start/ECEAP eligibility. Note: This may affect the eligibility of for-profit centers to submit claims if 25% Free and Reduced Price(F/RP) eligibility is not. If for-profit facilities are found ineligible, funds may be recovered for months in which F/RP eligibility was not met. Specialists will end calendars for the site(s) where eligibility is no longer met until monthly eligibility assessment is conducted and the Specialist verifies 25% F/RP eligibility is met.
Enrollment Income Eligibility Application (EIEAs) have electronic signatures and families submit these to the Sponsor through an online platform; however the Sponsor does not have an OSPI approved electronic signature procedure.
EIEA with added or altered information: • Case numbers • SS# • Income • Dates/Signatures
Head Start or ECEAP reports are not provided.
EIEA is incorrectly categorized based on income.
EIEA is categorized based on income, but missing SS#, income is left blank or missing income frequency.
EIEA is categorized based on benefits, but missing case number or includes incorrect case number.
No institution signature and/or date on the EIEA.
No parent signature on the EIEA.
Sponsor is using the Sponsor Signature date as the effective date and the Sponsor signs the EIEA after the review month has ended.
Using Parent signature date as the effective date, but Sponsor does not sign the form in the same month as the parent or in the immediately following month.
Participant is in attendance but not listed on the roster.
Infants are enrolled, but they are not on the roster.
Participant is on roster but not in attendance.
Expired EIEAs are used to assess monthly participant eligibility.
EIEAs were not on file for participants during the review month.
Children who attend the At-Risk Program only were listed on the roster.
Monthly participant eligibility roster was not provided was not provided for the review month.