

Sponsors of Unaffiliated Centers

CACFP Technical Assistance/Corrective Action/ Disallow Tool

Meal Pattern & Menu Review for Claim Reconciliation

This guidance aligns with the Office of Superintendent of Public Instruction’s (OSPI) procedures for providing technical assistance (TA), and disallowing meals (DA). Sponsors of Unaffiliated Centers may use this tool during claim reconciliation and are encouraged to align with the state agency practices for similar systems across the state. Sponsors should **not be** more lenient than the state agency.

Meal Pattern: Claim Month Review			
Technical Assistance (TA) - TA should be communicated to centers for disallowed items. This can be done with a KidKare error report or a marked up menu. Additionally, TA may be provided to enhance the meal or when a creditable meal is served that includes non-creditable “extras”.			
Disallow (DA) – If meals are listed that do not meet the meal pattern and no other documentation is provided to show the meal pattern was met, the meal must be disallowed. Centers are not required to send product documentation with their claim; however, required product documentation must be kept on site. Creditable items are verified on-site during the meal observation.			
	TA	DA	Details
Juice served more than one time per day.	x	x	Disallow meal/snack, where juice is served, with lowest reimbursement.
2 fruits served at lunch and/or supper in place of a veg.	x	x	Disallow meal/snack. Provide TA.
M/MA served in place of grains at breakfast more than 3 times/week.	X	x	Disallow the lowest meal count breakfast(s) where a M/MA is served in place of the grain more than 3X/week. Provide TA.
M/MA served at breakfast in lieu of fruit/veg.	X	x	Disallow all breakfast meals with this issue. Provide TA.
One whole grain-rich item not served per day.	X	x	Disallow meal with lowest reimbursement where a grain is served. Provide TA.
Grain-based dessert served as grain component.	x	x	Disallow meal/snack. Provide TA.
Flavored milk served to under 6 years	X	x	Disallow meal/snack. Provide TA.
Whole milk not served to 1-2 year olds.	X	x	Disallow meal/snack. Provide TA.
<u>Missing</u> component at breakfast/lunch/supper/Snack	X	x	Disallow meal/snack. Provide TA.
Non-creditable foods served	X	x	Disallow if meal pattern is not met. Provide TA.
During review month, on one day: - Meal/snack does not meet meal pattern AND - a WGR item was not served	x	x	Disallow meal/snack not meeting meal pattern AND disallow the lowest reimbursable meal/snack that contains a grain. Two meals/snacks would be disallowed that day. Provide TA.

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Menu Documentation: Claim Month Review			
Technical Assistance (TA) - TA should be communicated to centers for disallowed items. This can be done with a KidKare error report or marked up menu.			
Disallow (DA) – Disallow meals when there is insufficient menu documentation on file to verify creditable snacks/meals were served.			
Menu Documentation	TA	DA	Details
No menu available.		x	All meals must be disallowed with no menu documentation.
OSPI Menu Template not used and does not have a Sponsor approved menu template	x		Provide TA to begin using the OSPI menu template and submit the next month's menu on the OSPI template. Note: Centers have an option to submit their menu template for Sponsor approval. If this is their preference, provide TA to submit their menu template for Sponsor approval.
Menus not dated (daily/weekly/monthly).		x	Disallow meals if menu does not indicate date(s) and you are unable to determine which days meals were served.
Cycle menus not dated.		x	Disallow meals if cycle does not indicate date(s) and you are unable to determine which day the cycle starts and which days meals were served.
Type of milk served not noted on the menu.	x	x	Provide TA to indicate the milk type served on the menu.
Specify on menu what is counted toward the meal pattern (ex. burrito;-beef, tortilla, etc.).	x		Provide TA to list combination food items on the menu when crediting toward meal pattern components.
Specify what fruit, veg, or cereal is being served.	x		Provide TA to write actual items to be served on the menu.
Facility serves primarily American Indian or Alaska Native participants and serves vegetables in place of grains without maintaining documentation of eligibility to use this menu planning option.	*	x	Disallow meals where vegetables were served in place of grains. Provide reference sheet for <i>Substituting Vegetables for Grains in Tribal Communities.</i> *Provide TA to use the OSPI Substituting <i>Vegetables for Grains in Tribal Communities Eligibility Documentation template.</i>
Infants			
Infant Meal Form not on file/up to date	*	x	Disallow meals that do not meet the infant meal pattern. Provide TA.
Adult			
Yogurt served in place of milk more than once per day for Adults; milk requirement not met		x	Disallow meal with lowest reimbursement where yogurt was served in place of milk

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Meal Counts-Claim Validation: Claim Month Review			
Technical Assistance (TA) -Provide TA for meal count documentation issues. TA should be communicated to facility for disallowed items. This can be done with a KidKare error report or marked up meal count record.			
Disallow (DA) – Disallow or add meals when meal counts per Sponsor claim month reconciliation differs from center meal counts. Meals must be disallowed when meal count documentation is not provided.			
Meal Counts/Claim Validation	TA	DA	Details
Meal counts cannot be verified due to insufficient documentation.	x	x	Disallow meals. Provide TA
Errors were found in number of meals claimed for the review month.	x	x	Disallow meals claimed in error, or add unclaimed meals. Provide TA.
Meals were claimed for children not in attendance.		x	Disallow meals over the number of children in attendance that day. It may be appropriate to initiate the Household Contact procedure when falsification of records is suspected.
No record to substantiate that no more than three feedings per participant per day were claimed.	x	x	For the review month only allow three meals services; 2 meals and 1 snack to be claimed. Disallow 4 th , 5 th and 6 th meal services. Provide TA.
Meals claimed exceeded license capacity (with no documentation of shifting) and/or total attendance.		x	Disallow meals claimed over attendance or over license capacity. It may be appropriate to initiate the Household Contact procedure when falsification of records is suspected.

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Financial Management			
Technical Assistance (TA) - Provide technical assistance when CACFP requirements are met, but processes could be improved upon.			
Corrective Action (CA) - Assign CA when Sponsor is out of compliance with financial management requirements.			
Financial Management	TA	CA	Details
Some CACFP expenses are unallowable.		x	Assign CA that ensures the center is not including unallowable costs with CACFP expenses. (Center could highlight unallowable costs, may make separate transactions, etc.)
Center does not have appropriate source documentation (receipts/invoices) to support expense claimed to CACFP.		x	Assign CA to ensure the center is retaining receipts and invoices to validate costs. Recordkeeping requirements must be met.
Receipts are not dated or do not clearly list purchased items.		x	Assign CA to ensure only dated receipts and/or receipts that display item/cost clearly are used when allocating operating costs for the food program.
Center is not spending all CACFP reimbursement on allowable CACFP costs and is not able to show operation as a non-profit food service operation.		x	Expand the scope of review to evaluate 3 months of financials assessing nonprofit foodservice status. If nonprofit status is still not met considering the 3-month average of costs vs. reimbursement, assign CA to ensure all CACFP reimbursement will be spent to enhance the current food service program.
Food costs do not equal or exceed 50% of reimbursement.	x		This is a best practice, not a requirement. Provide TA that reimbursement should be spent to enhance the food program.
Demonstration of significant operational weakness in any of the areas listed above: - Repeat finding for not operating a Non-Profit Food service operation - New findings serious in nature	SD		Initiate the Serious Deficiency process.