

Child Management Associates QUICK REFERENCE

MENUS: Must follow the CACFP meal pattern

1. Follow Program Menus and serving size requirements (program/and or own)
2. Record master menu number daily on the attendance form
3. All substitutions must be noted on the attendance form

INFANT MENUS: Must follow the CACPF meal pattern:

1. Record the infant master menu number on the attendance form
2. Iron-fortified formula or breast milk (in bottle)
3. CACPF Infant Meals and/or Formula Waiver (noted on enrollment form correctly)

MEAL TIMES:

1. Meals must be served at approved days and times as approved on the FDCH application and at the approved site.
2. Meal times as approved by Child Nutrition Programs/Utah State Office of Education
 - a. Breakfast 6:30 am – 9:30 am
 - b. AM Snack 9:30 am – 11:00 am
 - c. Lunch 11:00 am – 1:30 pm
 - d. PM Snack 2:00 pm – 4:30 pm
 - e. Dinner 4:30 pm – 7:00 pm
 - f. Evening Snack 7:00 pm – 9:00 pm
3. At least 2 hours must elapse between beginning times of a meals or snacks
4. Must call and inform CMA in advance when planning to be out of the home during daycare hours

CHILDREN SERVED:

1. Must not be more than 13 years of age (unless children are documented as having a mental disability)
2. Must be in attendance during approved meal times
3. Must document on the CIF the reason a school age child is served Lunch/AM Snack (i.e. home sick)
4. Each child must have a current and complete enrollment form

ENROLLMENT FORMS

1. By the **1st working day of the month** all enrollments new/renewals, Web/Scan must be submitted to the office and be complete with the required signatures and child information.
2. Enrollments received after this date will not be entered until claims processing is complete, which could delay reimbursement for participating children.

REIMBURSEMENT PROCESS

1. Checks and direct deposits are issued on the first working day of each month(unless it is a holiday)
2. Late claims cannot be processed or paid following month as funds are not received until then.

Child Management Associates QUICK REFERENCE (Continued)

CLAIM FORM SUBMISSION: (Check list for Scan Attendance forms)

1. Note why school age children were home and served a meal
2. Complete CIF, including signature and information regarding sick or withdrawn children
3. Bubble in Month and provider number
4. Correctly fill in the bubbles(# 2 pencil) and use correct child number of accurate meal counts
5. Submit Attendance/Menu record and substitution information with Scan form
6. Sign date each scan form. Do not fold, staple or send in a soiled form.
7. Mail in 10 X 12 envelopes. Keep NCR copy in your CMA binder.
8. Claims are due the 4thworking day of each month (except when the 4th is a holiday)

MONITOR VISITS: (Recordkeeping/Paperwork needed)

1. Pre-operation form
2. FDCH Agreement (s)
3. FDCH Application (current)
4. License to participate (State, Residential certificate, Relative Care or Alternate Approval)
5. Claim record accurate and complete to the previous days meal service (scan/online) available to be reviewed (**at all times**).
 - a. Alternate record if utilized by provider must be available for review
 - b. Daily Menu numbers by meal type
 - c. Number of enrolled children participating each day
6. Original enrollment forms and copy of current renewal enrollment form
7. Sign in/out sheet (up to date)
8. Documentation of annual training and 2nd caregiver if applicable
9. Copies of last three reviews

POSTED IN THE HOME

1. "Building for the Future" poster
2. Menus

HEALTH AND SAFETY

1. Location of cleaning supplies and other chemical (out of children's reach)
2. Correct refrigerator and freezer temperatures: refrigeration at degrees 40° or below and the freezer at 0° degrees or below
3. Food in refrigerator/freezer is to be covered
4. Refrigerator/freezer and kitchen-food preparation areas are clean

CIVIL RIGHTS

1. It is required that federally funded programs be operated so that no one is discriminated against based upon specific characteristics
2. Provider must allow all children equal access to child care services and serve meals to all enrolled children regardless of race, color, sex, age, disability or national origin.