Attached is a summary of questions and answers that have been raised since our last CACFP question and answer memorandum, CACFP-586, dated August 4, 1999.

We will continue to compile additional information and submit it to the State Agencies as the need arises.

ANN C. DEGROAT
Regional Director
Child Nutrition Programs
CHILD AND ADULT CARE FOOD PROGRAM (CACFP)
QUESTIONS AND ANSWERS
DECEMBER 1999

Correction to CACFP-580, question #10:

The reference to "IEF" should be "Individual Education Plan" (IEP).

1. Q. A Preschool operates out of a private residence with a preschool curriculum. Children come in two to three hour shifts. Can these preschools participate in the CACFP?

   A. No. Section 226.2, states: "Day care home means an organized non-residential child care program for children enrolled in a private home, licensed, or approved as a family or group day care home." If these preschools become licensed as a family day care home (FDCH), and care for children, they could participate.

2. Q. When military personnel are deployed overseas, their leave and earning statements change. Should the Sponsoring Organization (SO) continue to use current income, thus having a FDCH's tiering status change periodically, or should the SO use an average (i.e., quarterly or annual)?

   A. The CACFP Eligibility Guidance for Family Day Care Homes (page 29) states: Family members living apart on a temporary basis are considered household members. Family members not living with the household for an extended period of time are not considered members of the household for purposes of determining eligibility, but any money made available by them or on their behalf for the household is included as income to the household." The SA should determine what would be a temporary basis and extended period of time as described above.
3. Q. A provider has two shifts; the first ends at 3:30 p.m., and the second begins at 3:30 p.m. and ends at 11:00 p.m. The provider wants to serve two suppers to the second shift; one at 3:30 p.m. and the second at 7:00 or 7:30 p.m. Is this allowable?

A. No. CACFP-534-9 dealt with serving supper at 2:00 p.m. and this was too early for supper since it is considered an evening meal. We believe that 3:30 p.m. is still too early. The provider could serve a snack, supper, and a snack.

4. Q. A center has a computer program in which the parent/guardian can complete and sign an Income Eligibility Form (IEF) on screen. Is an electronic signature acceptable?

A. No. The IEF must have an original signature. The IEF could be printed out and be signed by the parent/guardian.

5. Q. May a sponsored center be considered a receiving entity of IEF information as per CACFP-563?

A. If the sponsored center is the determining entity for other IEFs taken, then YES, they can be the receiving entity. See CACFP-563 for more information on the agreement between the determining agency and the receiving entity.

6. Q. Is "Orange Scream" Creditable for two items in a snack? Is it creditable for lunch or breakfast?

A. No. "Orange Scream" is considered two liquids and cannot be the only item served. Therefore, a snack offering "Orange Scream" must include another creditable food item from another component. However, it provides 8 ounces fluid milk and 4 ounces of full strength juice for breakfast or lunch.

7. Q. How does the SO handle monies resulting from uncashed provider checks?

A. The money must be returned to the SA. The SA returns it to the Food and Nutrition Service.
8. Q. A SA requires that IEFs be taken for October through September to coincide with the Federal Fiscal Year. May institutions re-evaluate IEFs on file when the new Income Eligibility Guidelines (IEGs) are issued?

A. No. If the institutions wish to utilize the new IEGs, they must take a new IEF from the family.

9. Q. "Fruit Smoothies" are made by blending milk and fruit together. The center/provider is providing both the milk and whole fruit. How are these to be credited?

A. These may be credited as two food items; milk and fruit.

10. Q. How long should back-up documentation be maintained after completing a pricing program verification review?

A. It should be maintained for three years, or longer if required for an audit with findings that have not been resolved.

11. Q. What would be considered allowable documentation for pricing program verification?

A. As explained in the Eligibility Guidance for School Meals, the documentation that must be maintained includes: 1) all items submitted by the household, 2) reproductions of those documents, or in cases where the actual documents or photocopies cannot be kept, the verifying official must make a written record of the documents submitted by the household including the type of document (e.g., wage stubs or letter from an employer), 3) income shown on the document, 4) time period of income, 5) and date of the document. If collateral data is collected, the verifying official must document who was contacted, the gross income verified, and any other details of the conversation. The title and signature of the verifying official should also be maintained.
12. Q. What safeguards should be taken to protect the family's identity should a request for information include that verification review?

A. The state's Freedom of Information Officer should be contacted before supplying the information requested. If the state does not employ a Freedom of Information Officer, the SA shall deface any information that would identify a specific participant or family.

13. Q. Are IEFs collected as a result of corrective action for non-pricing programs to be maintained for three years, or longer if required for an audit with findings that have not been resolved?

A. Yes.