CACFP-712

Electronic Submission of Documents Relating to Seriously Deficient and/or Terminated Institutions or Providers

STATE AGENCY DIRECTORS - (Special Nutrition Programs)  
Colorado DPHE, Iowa, Kansas, Missouri DHSS, 
Montana DPHHS, Nebraska, North Dakota, 
South Dakota, Utah and Wyoming

In policy memorandum CACFP-698 we provided guidance to State Agencies (SA) regarding the use of an electronic form for reporting terminated institutions and facilities. We now find that we can accept electronic copies of the letters sent by the SA to the institution declaring them seriously deficient (including the review letter), letter of intention to terminate, and letter terminating the institution. If the SA chooses to do this and sends termination information via the electronic form, the entire process can be computerized.

If the SA wishes to submit documents entirely via email, the SA must ensure it retains a signed copy of the letters in its files should there be formal inquiries later, just as it should when sending copies of hardcopy correspondence.

Whether electronic or hardcopy, the Regional Office needs to receive a copy of the correspondence that the SA sends to the seriously deficient institution, at the same time as the SA sends correspondence to the institution.

- For institutions, please send: the serious deficiency letter; the intent to terminate letter; termination letter; name of the institution that action is being taken against; institution address; names and dates of birth for personnel being held responsible; titles of disqualified personnel; reason for termination; and termination date; and amount of funds outstanding, if applicable.
- For providers: please send: provider’s name; date of birth; address; sponsoring organization name, reason for termination; and termination date; and amount of funds outstanding, if applicable.

We would ask that the SA choose one form of submission: either all pieces of the serious deficiency process correspondence via email, or, all pieces via hardcopy. However, we will accept mixed forms if that is what the SA can most readily supply.
State Agency Directors

If there are questions, please contact our office at (303) 844-0359. Hard copies of correspondence should be sent to the regular Regional Office address. Electronic files should be sent to your state contact: sharon.bevan@fns.usda.gov, felicia.gaither@fns.usda.gov, or holly.kuecks@fns.usda.gov

Original Signed by
MARY C. NIELSEN

DARLENE SANCHEZ
Regional Director
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