PURPOSE:

This *DPI-FDCH Sponsor Agreement* that took effect October 1, 2017 was devised from collaborative decisions among Wisconsin's Family Day Care Home (FDCH) sponsors and the Department of Public Instruction (DPI) to lay out the parameters for implementing what were then considered the new Child and Adult Care Food program (CACFP) meal pattern requirements. All FDCH Sponsors in Wisconsin were to act on this Agreement by making updates to their software programs and operational/ administrative policies and procedures to uniformly implement the meal pattern changes in an effective, consistent, and fair manner. This Agreement continues to evolve as needed to improve its effectiveness and will continue to serve as the written authority on the meal pattern documentation and monitoring requirements for Wisconsin's FDCH sponsors. It is part of DPI's State Agency Guidance Memorandums (GM) for FDCH sponsors, specifically GM D – FDCH Monitoring Requirements, GM 12 – CACFP Meal Requirements for 1-12 Years and GM 12 – CACFP Meal Requirements for Infants. Each FDCH sponsor has agreed to abide by DPI's GMs within their signed Child and Adult Care Food Program Permanent Agreement and Policy Statement as part of their contract with DPI to participate in the CACFP as a FDCH sponsor.

HV MENU AND PRODUCT DOCUMENTATION REVIEW LOG

The *HV Menu and Product Documentation Log* form crafted by DPI established a systematic and efficient process for monitors to capture a well-rounded sample of actual foods served for items reported on the provider's menu which require review of their individual product information (i.e., on their packaging) during each home visit; this is to verify they met their respective crediting criteria. Items requiring review are as follows: grains identified as Whole Grain-Rich (WGR); cereals; yogurt; processed meats; store-bought combination foods; and cheese.

This log enables the monitor to keep a running record of the provider's reported menu items and foods on-hand for them from one home visit to the next by Federal Fiscal Year (FFY), for the purpose of:

- Ensuring items regularly reported on the provider's menu and not on-hand during the HV can be checked to verify they credit to the CACFP;
- Lessening repetitive assessment of the same foods on-hand from one home visit to the next for items reported on their menus throughout the year;
- Enabling the monitor to record foods on-hand and whether they meet their respective crediting criteria and provide TA as needed; and
- Enabling the monitor to hold the provider accountable for continued serving of foods that do not meet their crediting criteria and/or chronically not having foods on-hand for menu items served.

Sponsors must choose to use one of the two versions of DPI's log forms, Version 1 or Version 2.
- ➢ Once chosen, the same version must be used by all of the sponsor's monitors.
- ➢ Monitors must follow the *Instructions for Completing Home Visit Review Logs (CACFP Meal Pattern Compliance)* for correctly completing the log.

HOME VISIT INFANT REVIEW LOG

The *Home Visit Infant Review Log* crafted by DPI established a consistent process for monitors to keep a running record for each infant of their assessment on whether the provider:

- Has creditable formula and infant foods on-hand;
- Claims meals having no more than one family-supplied component;
- Claims meals that served all developmentally appropriate foods while in care; and
- Submits infant menus for meals that include the same components as those on-hand

Sponsors must use this log form to monitor menus and foods on-hand and being served to each infant.
- ➢ Monitors must follow the *Instructions for Completing Home Visit Review Logs (CACFP Meal Pattern Compliance)* for completing the log correctly.

ALTERNATIVE LOGGING METHODS

If a sponsor has an alternate method for collecting and monitoring the same information for achieving the same outcome as DPI's *Home Visit and Product Documentation Review Log* and/or *HV Infant Review log*, better enabling their monitors to successfully expedite this process, **they are to submit their proposed methods to their assigned DPI consultant for approval prior to implementation**. The submitted information must describe or illustrate its completion process for capturing information and functioning in the same capacity as DPI's log forms.

The content below covers specific requirements for menu documentation, claims processing, and monitoring of milk and grains as well as food preparation methods during HVs.

MILK

The types of milk served to each age group must be documented on menus in some way, including the fat content and if flavored, for each age group.

Menu Documentation in the form of the "Milk Certification Statement"

Sponsors may have an all-inclusive "Milk Certification Statement" detailing the types of milk served to each age group (fat % and if flavored), which is then agreed to by the provider when submitting their claim.

FDCH Sponsors and DPI agree that if using the "Milk Certification Statement" method of menu documentation for milk types, it is acceptable to have "milk" as the single choice within their software's food lists.

Claim Review

Compliance with the meal pattern's milk component requirements cannot be detected at the claim level when the specific milk type served is not identified by child and furthermore when using an all-inclusive certification statement or having individual and/or grouped milk choices within the food lists for selecting the types of milk served per age group. Therefore, meals cannot be disallowed for milk type errors within the automated claim processing system. Paper claimers should be treated the same as online claimers by not disallowing meals for milk errors recorded on their menus.

Home visits

Milk types being served by age group must be monitored during home visits.

Monitors must:

- Check the refrigerators: Request the provider to show which milks are served to each age group (the monitor must see the milk on-hand);

- When observing a meal: Identify milk types served to each age group and whether they are correct types;

- Disallow meals on the HV day:
  - For children served incorrect types of milk during a meal observation
  - Served up to the HV time if correct types of milk were not on-hand for that day's meals (not in the refrigerator and no empty milk containers in the garbage)
  - Served after the HV time if evident the provider will not be able to buy the correct types of milk for meals not yet served that day.

GRAINS

Whole Grain-Rich (WGR) Foods

Menu Documentation/Claim Review

WGR items must be identified on the menus by marking them as "WGR", "WG" or, "WW". *"WGR" covers all whole grain (WG) and whole wheat items.* The sponsor's claim software must disallow the meal/snack serving a grain on that day that would receive the least amount of reimbursement when no WGR item is served.

WGR Foods Served for Meals with no Meal Attendance

If a provider planned to serve a WGR item for a meal on a day he/she was not able to serve due to an unanticipated event or no meal attendance, the provider should still complete the menu for that meal to show that a WGR item would have been served on that day, but without meal attendance/counts. Meals should not be disallowed for missing a WGR item that day. *Providers cannot circumvent the WGR requirement by "planning" to serve a WGR item for meals typically not claimed.*

- If the lowest reimbursed meal containing a grain is disallowed for that day, a manual adjustment may be needed to add meal reimbursement back in for the deducted meal.

Product Documentation for WGR Foods On-hand during HVs

- Store-bought WGR foods: Providers must have WGR foods on-hand, either in or along with their original packaging, for the monitor to verify they meet the WGR criteria.
- Home-made grains: Providers must have recipes on-hand showing 50% or more of the grain ingredients are whole grains as well as the whole grain ingredients (or product packaging) on-hand for the monitor's review.

Breakfast Cereals

Menu Documentation/Claim Review

Best practice is for the sponsor to maintain specific cereal names (e.g., Rice Krispies, Cheerios) within their software food lists for online claimers to select from and have paper claimers record specific cereal names served on their submitted menus.

- Sponsors may keep breakfast cereal selections within their software food lists as general descriptions; for example, 'Cold/Ready-to-Eat Cereal' and 'Hot Cereal'; paper claimers may also record breakfast cereals served using these general descriptions.

Product Documentation for Cereals On-hand during HVs

Providers must have cereals served on-hand, either in or along with their original product packaging for the monitor to verify they meet the sugar limits.

Grain-based Desserts (GBD)

Sponsors are not required to include GBD items within their software food lists when they do not include non-creditable foods on their food lists.

→ Refer to [GM L-CACFP Meal Requirements: 1-12 Years](#) for the requirements on product documentation.

REQUIREMENTS FOR FOOD PREPARATION/COOKING METHODS

Deep-fat fried foods that are prepared on-site cannot be part of a reimbursable meal. For this purpose, deep-fat frying means cooking by submerging food in hot oil or other fat. Pre-fried, flash-fried, or par-fried foods by a manufacturer may be served but must be reheated by a method other than frying.

DISALLOWANCES:

Both claims processing and home visit (HV) procedures for making disallowances of meals and snacks that are non-compliant with the meal pattern requirements must be in place and implemented in accordance with this Agreement.

→ Parameters on specific disallowances required for HV findings are detailed within the *Home Visit Findings, Disallowances, and Follow-up.*