

Module 3: Administrative Duties

New Center Training

PY 2020-2021



MISSISSIPPI
DEPARTMENT OF
EDUCATION

Ensuring a bright future for every child

CACFP Staff

Office of Child Nutrition

601-576-5000

• State Agency Visits

- Before an organization is approved to participate in the Child and Adult Care Food Program (CACFP), the State Agency will visit to determine if the organization is eligible to participate in the CACFP.



• State Agency Visits

- After approval to participate, the State Agency will visit to the organization within 90 days.
- During the visit, the State Agency will review the documentation on file at the center.
- Corrections will be made to the documentation and/or procedures so the organization may come into compliance or remain in compliance. This visit can be scheduled or unscheduled.



• Administrative Reviews

The State Agency conducts administrative reviews to:

- Ensure the organization is in compliance with Program requirements; and
- Assist and advise an organization about the Program operations or sites it operates.



• Administrative Reviews

Let's Discuss

Minimum # of monitoring visits per year	Maximum length of time in operation before first review	Maximum time between reviews
Three (3)	Four (4) weeks	Six (6) months

• Administrative Reviews

- Two of the three reviews must be unannounced; the third may be unannounced or announced as the sponsor chooses.
- All monitor reviews must include an observation of a meal service.
- Only one may be a snack (unless the site serves snacks only).



• Administrative Reviews

- At least one visit must be conducted on a Saturday or Sunday if the site participates on the weekend.
- When planning unannounced reviews, the sponsor should ensure that the review is not conducted at the same time each year.



• Two Party Checks

- To help ensure the accuracy of the organization's monthly claims, organizations are required to perform two party checks in the meal counts, attendance, and eligibility submitted by each site.



• Two Party Checks

Daily Meal Count Form - This form provides the total number of meals and/or snacks served in the reimbursable month.

- Calculate all columns.
- Double check totals of all columns.
- Days of Operation.
- Do not claim adult meals.

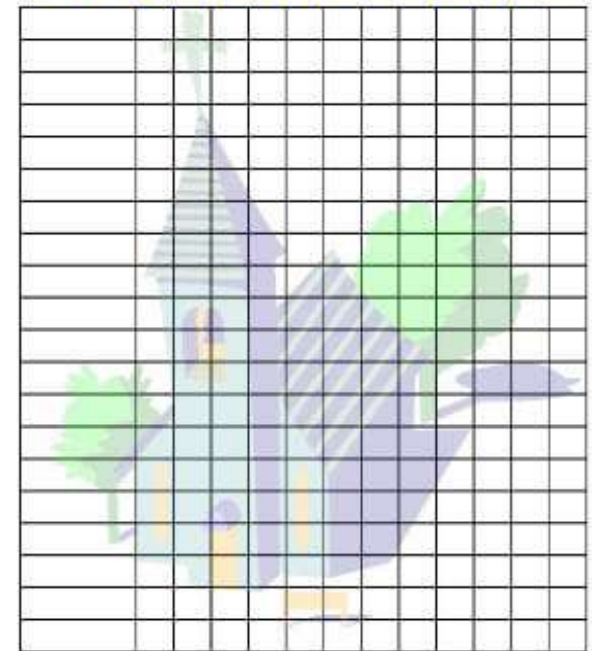


• Two Party Checks

Daily Attendance

- This document is used to record attendance daily by recording “P” for Present and “A” for Absent for enrolled children attending during the reimbursable month.
- Ensure that all enrolled children are listed.

Attendance Chart



The image shows a grid for an attendance chart. The grid is 10 columns wide and 15 rows high. Overlaid on the grid is a stylized illustration of a schoolhouse with a purple roof, a blue body, and green trees. The schoolhouse is positioned in the lower right quadrant of the grid.

• Two Party Checks

- Calculate each date column daily.
- At the end of the month, add each column for the total monthly attendance.
- Ensure that all enrolled children are listed.



• Two Party Checks

Eligibility

- Maintain this information monthly.
- Ensure all children are listed and their eligibility category is correct.



• Two Party Checks

- These forms are needed to file the Claim for Reimbursement.
- Conduct a two-party check to ensure that all information is correct.



• Two Party Checks

- Do not use attendance records to complete the Daily Meal Count form.



• Training

- Training is an important duty in the CACFP to help ensure that staff knows how to carry out their CACFP activities.



• Training

- All organizations are **required** to train their staff that have CACFP duties.



• Question

- When are organizations required to provide training to their staff who have CACFP duties?



• Training

Answer:

- Organizations must train each staff member before they perform any CACFP duty and then each program year.



• Training

Organizations are required to conduct annual trainings for all centers. Your organization's plan to train centers must include:

- If your organization will conduct in-center trainings
- If your organization(s) will conduct group training(s), and tentative dates(s)
- Description of how staff not able to attend group training will be trained
- Description of how institution provides training to new staff prior to performing CACFP duties
- A list of CACFP topics to be covered



• Training

Tips:

- Organizations can develop their trainings as needed for their staff.
- Use other training resources, such as those through Food and Nutrition Service (FNS) or the Institute of Child Nutrition (ICN).



• Training

These are some of the general areas that training is required:

- CACFP Meal Patterns
- Meal Counts
- Menu Book
- Food Allergies
- Civil Rights Compliance
- Recordkeeping
- Procurement
- Claims and Reimbursement



• Training

- It is required that staff trainings be properly documented in writing and these documents are retained with the organization's CACFP files.

Not Documented, Not Done



• Training



- Maintain all CACFP files for three (3) years plus the current year.

• Training

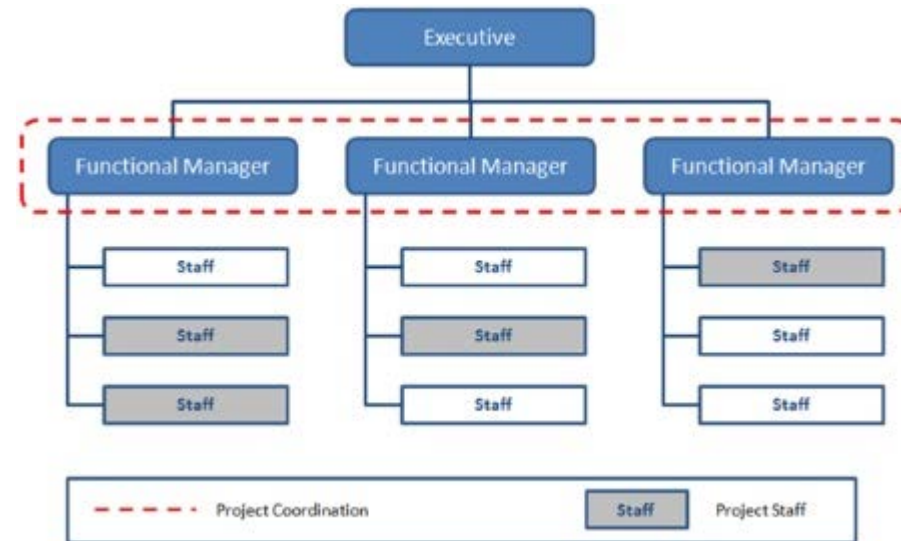
Who are your “Key Staff”?



• Training

Examples of “Key Staff”:

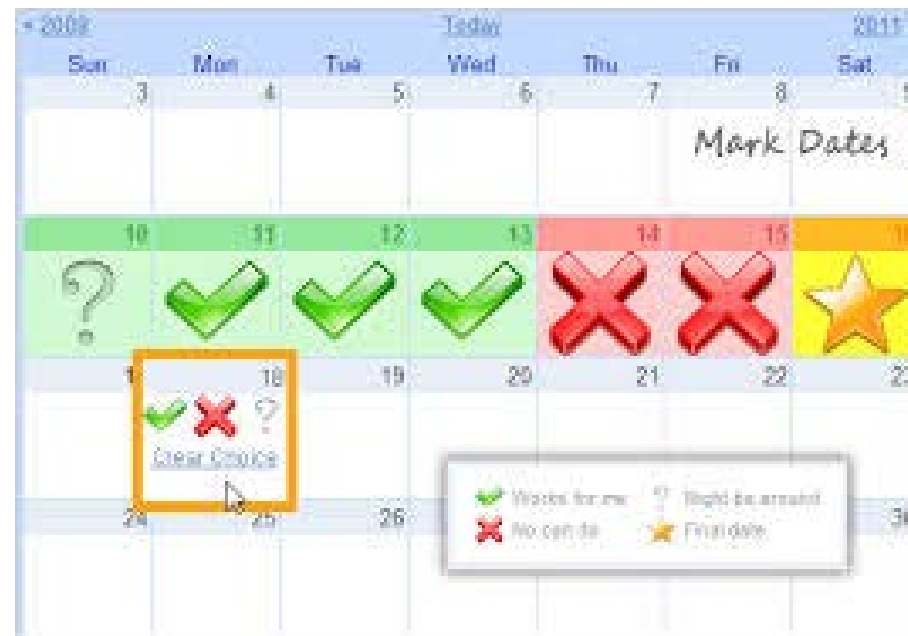
- Director
- Assistant Director
- Owner(s)
- Board Member(s)
- Food Service Staff



• Training

Each program year organizations should develop a training plan that includes:

- Tentative dates
- List of possible topics
- Who will attend



• Training

- Organizations that fail to attend the State Agency's mandatory training or provide the required trainings may be placed in the **Serious Deficiency** process.



• Procurement

- Procurement is the process of obtaining goods and services from vendors.
- It means getting the best value for the lowest price.
- An organization should use the CACFP funds wisely, to make the dollars stretch, yet not compromise on the quality of goods and services.
- It is important that CACFP organizations carefully procure goods and services to make the best use of their CACFP funds.



• Procurement

- Before making a purchase, an organization should check their budget to make sure that an item or service has been approved and is an allowable cost.



• Procurement

Methods of procurement for purchasing goods and services:

- Micro-Purchase
- Small Purchase
- Competitive Sealed Bids
- Competitive Proposals
- Sole Source

PROCUREMENT CATEGORY	Previous Dollar Threshold	Revised Dollar Threshold	General Description
MICRO-PURCHASE	>\$3,500	> \$10,000	<ul style="list-style-type: none"> • No competitive quotations • Entity must consider if the price is reasonable
SMALL PURCHASE	> \$150,000	> \$250,000	<ul style="list-style-type: none"> • Price or rate quotations must be obtained from adequate number of qualified sources • Adequate number is not defined in guidance • More informal and simple method of analysis
SEALED BIDS	< \$150,000	< \$250,000	<ul style="list-style-type: none"> • Generally for construction contracts • Publicly solicited • Pricing is main factor in award
COMPETITIVE PROPOSALS	< \$150,000	< \$250,000	<ul style="list-style-type: none"> • Formal Solicitation • Fixed-price or cost-reimbursement contracts • Utilized when sealed bids not appropriate • Proposal evaluation method generally utilized
SOLE SOURCE	N/A	N/A	<ul style="list-style-type: none"> • Unique • No competition for the goods/services • Public emergency making competitive proposal not suitable • Requires approval from federal funding

• Micro Purchase under \$10,000

Procurement by micro-purchase is:

- acquiring supplies or services whose per transaction or predetermined total cost does not exceed the micro-purchase threshold of \$10,000.
- Purchases must, to the extent be practical, be equitably distributed among qualified suppliers.



• Small Purchase \$10,000 - \$249,999.99

- Small purchase procedures are those relatively simple and informal for securing supplies, services, or other property whose one-time transaction(s) or pre-determined total cost in similar food category, does not exceed the Simplified Acquisition Threshold of \$250,000.
- Price or rate quotations must be obtained from an adequate number of qualified sources.



• Invitation for Bid (IFB)

An Invitation for Bid (IFB) is:

- a competitive procurement method used when the best value is expected to result from a selection of the lowest evaluated prices and/or lowest offer based on representative sample of solicited items.



• Invitation for Bid (IFB)

Competitive Sealed Bidding (Invitation for Bid IFB)

- \$250,000 - or most restrictive threshold, publicly advertised, contract awarded to lowest bidder and documented.



• Request for Proposal or RFP

Request for Proposals (RFP) is:

- a procurement method used when the best value is expected to result from selection of technically acceptable proposals, where the lowest evaluated price or lowest price based on a representative sample of requested goods is not the most important factor of evaluation and when technical aspects are not clearly defined.



• Sole Source

- No competition for goods or services
- Public emergency making competitive proposal not suitable
- Requires approval from the State Agency



• Claims

- Reimbursement funds are made available from the USDA.
- To receive a reimbursement, participating organizations must have an agreement with the State Agency.



• Claims

- Claims for reimbursement can only be paid for approved meal types.
- The required information to file a claim is entered in MARS.
- MARS is the financial management system established for Mississippi.



• Submission of Claims

- Claims are due by the 10th of the month following the claim month.
- Claims are calculated weekly.
- Claims should be paid by the next week.



• Claims

Use the total attendance for the reporting month:

Attendance Reporting

	<u>Quantity</u>
C1. Total Days of Operation:	21
C2. Total Attendance:	802
C3. Average Daily Attendance:	39
C4. Number of Shifts:	1

• License Capacity and Eligibility

Enter the total license capacity and total current eligibility (Free and Reduced):

For Profit Centers Only

	<u>Quantity</u>		
C9. License Capacity:	50		
C10. Free/Reduced Eligibility:	33	Eligibility:	66.0000 %
C11. Number of Subsidized Children:		Eligibility:	0.0000 %
<input type="checkbox"/> Site is not claiming			Qualified

• Monthly Meal Counts

Enter the total number of approved meals from the Daily Meal Count forms for the applicable month:

Child Meals / Snacks Served

	<u>Total</u>
C12. Breakfast:	577
C13. AM Snack:	0
C14. Lunch:	796
C15. PM Snack:	802
C16. Supper:	0
C17. Evening Snack:	0

• Eligibility in Claims

Use the current eligibility information (Master Roster):

Number of enrolled participants in each reimbursement category

	<u>Quantity</u>
C5. Free Category:	27
C6. Reduced Category:	6
C7. Paid Category:	17
C8. Total Enrolled:	50

• Confirmation of Claim Submission

- Once the organization's claim has been successfully submitted, a confirmation number will appear, and the claim status will be "accepted".
- Organizations can print the screen, which contains an organization number, to reference when calling to confirm or ask questions about the claim.



• Deadlines

- The Federal deadline to submit an original claim is **60 days calendar days** following the end of the claim month.
- The Federal deadline to amend claims is **60 calendar days** after the claim month ends.

Don't Miss the
DEADLINE!

• Late Claims Submission

- Any original monthly claim or an amended claim with an upward adjustment received after **60 calendar days** from the end of the claiming month is a late claim.
- The State Agency *may* grant an “**One-Time Exception**” approval for only one monthly reimbursement claim per program every **36 months**.



• Late Claims Submission

- The organization's users will have to upload **attachments**.
(**Example:** Reasons for late exception – Corrective Action Plan)



explanation

• Questions

