

April-June holidays NOT reimbursable

Memorial Day- Monday, May 26th
Juneteenth- Thursday, June 19th

Download our New Nutrition Program Guidelines:

<https://cdasd.org/providers/nutrition-program/resource-center/nutrition-program-guidelines/>

During the months of October 2024 and January 2025, 52 of our Day Care Homes received unannounced audit visits from a State Auditor. Biannually every CACFP Food Program receives a State Review to ensure integrity in the program. Due to the outcome of our Administrative Review, we have included an overview and reminder of the Capacity and Ratio regulations, the Record Keeping policy, Recipes for Combination Meals, Liquid Milk Requirements, and Breastmilk Storage Requirements. Please plan on reviewing these topics with your Field Services Representative at your next visit.

Capacity and Ratios

[7 CFR § 226.6(b)] & [7 CFR §226.16(l)(2)(ix)]

Per Federal CACFP regulations, it is the responsibility of the provider to operate the facility within the license capacity.

Family Day Care Home Providers must notify the CDA immediately if there is any change in enrollment or licensing/ approval status.

Accordingly, by regulation CDA must declare that a provider is Seriously Deficient when operating the facility outside the standards allowed by Community Care Licensing.

Regulations During a Home Visit

If the Field Services Representative (FSR) finds at the time of a visit that the provider has more children present at the facility than is allowed by licensing standards, or if the ages of the children are not within ratio, it is noted on the review form and CDA is required to notify Community Care Licensing. The FSR will need to remain present until the Family Day Care Home is within capacity and or ratio requirements. This will require a child or children being picked up immediately from day care.

This violation requires that the provider receive a Notice

of Serious Deficiency. The provider will be given the opportunity to correct the Serious Deficiency through the Corrective Action process.

An unannounced follow-up visit will be conducted within 30 days to ensure compliance with this regulation. If the provider is found to be out of compliance at any visit thereafter, a Notice of Proposed Termination will be issued. Depending on the severity of the violation, the provider could be terminated from the food program and possibly placed on the National Disqualified List, making the provider ineligible to join any food program for seven years.

Record Keeping:

[7 CFR § 226.10(d)]

Required Records

The records that providers must retain include, but are not limited to the following:

- License documentation of current status, or authorization to operate
- Enrollment documents/ Documentation from families declining participation
- Attendance documentation
- Meal counts
- Menus
- Permanent Agreement

Providers must retain all records for a minimum of three years after the end of the program year (PY) to which they pertain or until audit and administrative review issues are resolved. These records may then be disposed of only if there are no unresolved audit findings, administrative review issues, and the provider is not under investigation.

Regulations require that providers claim meals and attendance daily. Providers will not be reimbursed for meals that are not recorded on the same day they are served.

Since you claim using KidKare online, you are NOT required to keep or send any additional documentation as your online documentation is sufficient. You must however know how to access these forms at the time of a visit Please remember to enter your meals and attendance by 10:00 PM to ensure they are credited for that day.

Provider Error Letters and Menu Letters (documentation from CDA regarding claim errors) are sent via e-mail. Please keep your e-mail current with CDA so you can receive information from us in a timely manner. Please be sure to read all e-mail messages sent to you by CDA.

Important Milk Requirement:

Effective 1/29/25, your field service representative will be required to submit photos of the milk they observe at all visits (in person and virtual/meal and non-meal) until further notice.

We want to be sure that all providers have the correct milk on hand for any meals that they will be serving that day. Providers who do not have the correct milk will be required to send their FSR a photo before their next meal time or meals will be disallowed until the photo has been received.

Milk Is a Required Component of All Major Meals [7 CFR § 226.20]

Unflavored low fat (1%) or fat-free (skim) milk is required for children two years and older. Unflavored whole milk is required for children one year old. Drinking water must be available and offered to children throughout the day, including mealtimes. When served at a mealtime, water must be offered alongside the full portion of milk and be in a separate cup; it cannot replace the required milk.

Breastmilk

Breastmilk must be labeled with the date of expression (the day the mother collected it) and the infant's name, even if you only have one infant.

Breastmilk Storage			
	Countertop	Refrigerator	Freezer
Temperature	77 °F (25 °C) or colder	40 °F (4 °C) or colder	0 °F (-18 °C) or colder
Freshly Pumped Breastmilk	Do not use after 4 hours	Do not use after 3 days (72 hours)	Using within 6 months is best. Do not use after 12 months. *Always rotate frozen breastmilk, using the oldest milk first.
Thawed Breastmilk	Do not use after 1-2 hours	Thaw breastmilk in the refrigerator overnight, then use within 24 hours.	Never refreeze thawed breastmilk.
Leftover from a feeding (baby did not finish the bottle)	Do not use after 2 hours after the baby is finished feeding.		

Recipes for Combination Meals

Recipes are required for homemade combination foods that contribute to more than one component, like lasagna and enchiladas, to demonstrate how one serving contributes to the meal pattern for each component. The following must be included in your recipes:

- Creditable Ingredients
- The amounts of each creditable ingredient used.
- The serving size (for example, 1 piece or #8 scoop and
- The yield of the recipe (for example, 5 servings)

This information is needed to determine the contribution to the meal pattern in one serving.

Upcoming Training & Eligibility

The 2025 Annual Training will be available Mid May. A notification of the training and instructions will be emailed to you on how to access along with a password. June 30th is the deadline to complete the mandatory Annual Training. Resources and a certificate are yours to print at the end of the training. No need to mail anything to us.

Meal Benefit Eligibility forms will be mailed out in June to Tier II providers and providers claiming own children. Complete and submit forms by July 15, 2025 to possibly qualify or re-qualify at the Tier 1 higher rate. Please review the Income Eligibility Guidelines before completing the form. If you have questions, call the office and ask for Cecy.

Reminders:

- Remember to look at your emails frequently, we don't want you to miss important communication about the program!
- Please remember we are required to conduct visits during your different meal times, this includes evening snacks and Saturdays.
- Don't forget to call the CDA office if you will be closed, away at a mealtime, or not claiming a meal for any reason.
- Remember to record "No School" when children are in your care, receiving meals and not attending school.
- Submit your claim the first day of each month. A late-claim submission delays your reimbursement date.

Direct deposit-forms are now submitted electronically. Please call our office and we will email you the forms.

CDA Nutrition Mailing Address:

180 Otoy Lakes Road, Suite 310
Bonita, CA 91902