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DPI's DCF Data Sharing Agreement

Annual Certification of Confidentiality & Security Policies Review
➢**Submit to Dana no later than September 30, 2020**

Each staff person having access through DPI's DCF Data Sharing Agreement:

➢ Review DCF's confidentiality & security policies

➢ Complete Attachment B form

➢ Email completed form to Dana Reedy at Dana.Reedy@dpi.wi.gov

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INSTRUCTION

Attachment B[i]
FFY 2021

Child Care Provider Portal (CCPP)
Child Care Statewide Administration on the Web (CSAW)
Wisconsin Child Care Regulatory System (WISCCRS)
WEBI (WISCCRS folder) Access

ACKNOWLEDGEMENT AND VERIFICATION
Link to the User Guides that include confidentiality and security policy materials:
https://dcf.wisconsin.gov/childcare/user-guides

I acknowledge having received and read the confidentiality and security policy materials provided by the Wisconsin Department of Children and Families. I understand these requirements and agree to comply with them.

Print Name _____

Signature _____   Date _____

Agency Name: _____   Agency Code: _____

[i] Submit one form for each staff person having access.

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FDCH Sponsor Training
Program Management/Administration

August 13, 2020
9 AM – 11 AM
Virtual Training Meeting via Microsoft Teams

Finalized 9/20

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USDA Nationwide Waivers – COVID-19

Nationwide Waiver #39 *(August 4, 2020)*
Onsite Monitoring Requirements for Sponsors in the CACFP

Allows FDCH monitoring to be completed by <u>off-site methods</u>
Effective through September 30, 2021

➤ **Effective October 1, 2020, the monitoring requirements specified in regulation resume and must be completed for FY 2021**

- FDCHs must be reviewed 3 times per year
- 2 of 3 home visits must be unannounced
- One unannounced home visit must include a meal observation
- New FDCHs must be visited <u>onsite</u> within the first 4 weeks of participation
- No more than 6 months between home visits

USDA Nationwide Waivers – COVID-19

Nationwide Waiver #27 - CACFP Sponsor Monitoring Requirements
(June 4, 2020)

➤ Waived the requirements listed below through September 30, 2020.

➤ **Effective October 1, 2020, they are no longer waived and must be completed.**

- FDCHs must be reviewed 3 times per year
- 2 of 3 home visits must be unannounced
- One unannounced home visit must include a meal observation
- New FDCHs must be visited <u>onsite</u> within the first 4 weeks of participation
- No more than 6 months between home visits

Off-site Monitoring

DPI Guidance Sheet for Completing CACFP FDCH Off-Site Monitoring ~ Updates/Clarifications ~

Now posted online: DPI's Family Day Care Home (FDCH) Off-Site Monitoring Guide

Discussed at August 13, 2020 training:

Scheduling, Completing, and Signatures

- Scheduling before/after provider's operation ➜ *o.k. if agreed by provider & monitor*
- Home visit completion date ➜ *date when both desk audit & conversation are finished*
- Serve as signature confirming receipt & agreement to home visit form
  - ➜ *Email reply from provider*
  - ➜ *Notation to home visit form of phone call with provider*

Off-site Monitoring

DPI Guidance Sheet for Completing CACFP FDCH Off-Site Monitoring ~ Updates/Clarifications ~

Discussed at August 13, 2020 training:

Verifying Current Regulation, Up-to-Date Menus/Meal Counts, & 5-Day Rec

- Sponsor has most current
  - ➜ *Use DCF WISCCRS / public website OR posted copy in home*
- Menus/meal counts recorded on paper are current
  - ➜ *Obtain home visit day shortly after contact, from provider by email/text or read over phone*
- Acceptable forms of attendance record information for completing 5-Day Rec
  - ➜ *Copies of provider's sign in/out child care attendance records*
  - ➜ *Completed template of attendance information transferred from sign in/out records (either completed paper template via email/text or entered into online template)*

Off-site Monitoring

DPI Guidance Sheet for Completing CACFP FDCH Off-Site Monitoring ~ Updates/Clarifications ~

Discussed at August 13, 2020 training:

Menu and Product Documentation Review -

- First 4-Week Home Visits:
  - ➜ *Review product documentation for at least 1 food on-hand for each type of item claimed on reviewed menus.*
  - ➜ *Product documentation for all foods on-hand not reviewed at first 4-week visit must be reviewed during next home visit*

- Home Visits for Providers who are not new
  - ➜ *Review menus for entire month of most recently processed claim AND current month up to the visit date.*

Off-site Monitoring

DPI Guidance Sheet for Completing CACFP FDCH Off-Site Monitoring ~ Updates/Clarifications ~

Based on questions during August 13, 2020 training…

- **Sponsor Policies and Procedures**
  - ➜ Establish policies and procedures for completing off-site home visits
    Include ground rules on what comprises an unannounced visit
  - ➜ Notify providers before implementing P & P that may impact operation & meal $
    i.e. modified "attempted visit" policy and procedure for off-site home visits

- **Unannounced Home Visits**
  - ➜ Give "no or limited notice" for targeting areas prone to variances between A & UA Visits
    Sponsor discretion for setting what "limited notice" means & compliance areas to target

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USDA Nationwide Waivers – COVID-19

Extension of 3 Waivers related to Off-site Meals *(June 25, 2020)*
Effective through June 30, 2021

- **Non-congregate Feeding Waiver**
  Allows providers to distribute meals off-site. Meals can be picked-up or delivered.
  ➤ Must obtain written consent from enrolled children's family for receiving delivered meals
- **Parent Pick-up of Meals Waiver**
  Meals/snacks can be picked-up by families of participants
  (Must also be approved for Non-congregate Feeding and Meal Service Time Flexibility waivers)
- **Meal Service Time Flexibility Waiver**
  ➤ Allows meal service time flexibility for supplying meals outside of normal meal times.
  ➤ Allows distribution of up to a week's worth of meals to enrolled participants at one time
  (Must also be approved for Non-congregate Feeding waiver)

USDA Nationwide Waivers – COVID-19

Extension of 3 Waivers related to Off-site Meals
Effective through June 30, 2021

- Non-congregate Feeding Waiver
- Parent Pick-up of Meals Waiver
- Meal Service Time Flexibility Waiver

Must collect new surveys from providers for these 3 waivers
➤ Will take effect October 1, 2020
➤ DPI will provide sample template

Resources related to Off-site Meals

USDA CACFP Resource: Providing Multiple Meals at a Time During COVID-19

Child and Adult Care Food Program: Providing Multiple Meals at a Time for Children During the Coronavirus (COVID-19) Pandemic

What Should Program Operators Consider When Deciding How Many Days of Meals To Provide at a Time?

- How long foods may be safely stored before eating.
- How long foods can be stored before food quality suffers.
- Participants' access to refrigeration and freezer space for the amounts of food and milk provided.
- Food storage space at the child care site and on meal delivery vehicles (such as buses or food trucks).
- Whether fewer pick-up days and times will decrease access to meals for some children.

Gives information on providing bulk foods for multiple meals

- Food amounts in common container sizes
- Things to consider
- Food quality
- Food safety
- Sample parent communication for 4 days worth of meals to 1-2 yr olds and 3-5 yr olds

Resources to Off-site Meals

Shelf-Stable Menu Item Ideas

Fruit	Vegetable	Meat/Meat Alternate	Grain	Milk
Fruit cup 100% fruit juice Applesauce cups	Dehydrated beans Olive cups Salsa cups	Shelf-stable hummus Nuts	Whole grain or savory crackers Cereal bowl	Shelf-stable milk

Food Safety Tips

Food Safety Tips

Time/temperature control for safety (TCS) foods are foods that require time or temperature control to limit pathogenic microorganism growth or toxin formation. A list of TCS foods are shown below.

1. The person in charge should monitor staff and volunteers involved in food preparation or distribution for signs of illness.
2. Inform families of safe storage guidelines for the meals distributed, such as a sticker or a note on the bag indicating the time period within which the meal should be consumed, or a coding system for TCS foods and non-TCS foods.

Non-congregate Feeding Waiver

Sponsor Policies and Procedures - <u>Suggested</u> Integrity Checks

Submitted Claims

Red flags for potential follow-up
- Large ⬆ of newly enrolled children
- Substantial ⬆ in $ reimbursement
- Substantial over-capacity/ratio

Follow-up Steps
- Serving meals to kids in care & off-site?
- Written consent from families receiving delivered meals?
- Reasonable menus for off-site meals?
- Warrant household contact?

Home Visits - **Discuss/Check**
- Which kids in care & receiving meals off-site?
- Over-capacity/ratio issues?
- Off-site meals picked up or delivered?
- Written consent from family if delivered?
- Multiple meals at a time to each child? If so, which meals & how many?
- Correctly recording counts of multiple meals?
- By bulk foods or unitized meals?
- Meals reasonable for prep, serving, sanitation?
- Instructions provided for each meal? menus & applicable storage, preparation, & portion sizes

USDA Nationwide Waivers – COVID-19

CACFP Meal Pattern Flexibility Waiver *(June 25, 2020)*
Extended through June 30, 2021

USDA broadened scope of problems that may be covered by this waiver

➢ Effective July 1, 2020, waivers can be approved for disruptions in providing **safe access to nutritious meals** while minimizing COVID-19 exposure, which may include disruptions in the availability of foods.

  ▲ **No longer must be based only on supply chain disruptions**

➢ DPI will provide updated template language for provider waiver requests & sponsor approvals

Resource: <u>Connecting with Your Local Grocery Store</u>   healthy early Connecting with Your Local Grocery Store WISCONSIN GROCERS ASSOCIATION

  ➡Provides tips and talking points when having difficulties in buying supplies

USDA Nationwide Waivers – COVID-19

CACFP Meal Pattern Flexibility Waiver
Extended through June 30, 2021

➢ Must be based on situations that **disrupt safe access to meals and/or food supply**, but **cannot be in anticipation of future problems**

➢ **Throughout waiver period ➜**
Must attempt to purchase different foods/change menus to meet meal pattern when access to meals is safe and foods are available

➢ **Duration of waiver approval ➜**
May be through waiver expiration (June 30, 2021); providers do not have to re-submit waiver requests when same problems re-occur.

DPI's CACFP Q & A – FDCH Sponsors

Now posted online as PDF doc:
COVID-19 CACFP FDCH Sponsor Q & A

- Updated with 10 new Q & As and added hyperlinks to resources

- Formatted with table of contents

- Posted on FDCH Sponsor GM Webpage under *Covid-19 Resources*
  - ➢ Google doc version is now obsolete

Table of Contents

Non-Congregate Feeding Waivers (Providing Meals Off-site) ....

Providing Meals On-site (NEW 9/2020) ....

Meal Pattern Waivers ....

Off-site Monitoring ....

Provider Claims/Reimbursement ....

Sponsor Claims/Reimbursement ....

Oversight - Meal Pattern Compliance

WI DPI-FDCH Sponsor Agreement -
CACFP Meal Pattern Documentation & Monitoring Requirements

What is the WI DPI-FDCH Sponsor Agreement?

An agreement among WI FDCH sponsors & DPI (starting FFY 2018) – incorporated into *Guidance Memo L–CACFP Meal Pattern Requirements* as an addendum

- Sets parameters for claims processing, product documentation, & home visit monitoring to effectively & consistently implement latest meal pattern requirements
- Established & maintained by collaborative decisions made among WI FDCH sponsors & DPI
  - Updated annually with needed changes & improvements during trainings/meetings
- Is enforceable as part of Guidance Memos for compliance - agreed to be followed by all FDCH sponsors and DPI

Oversight - Meal Pattern Compliance

WI DPI-FDCH Sponsor Agreement -
CACFP Meal Pattern Documentation & Monitoring Requirements

Specifies: meal pattern requirements, resources for crediting foods, & required documentation for the following:

Provider Recordkeeping	Claims Processing	Home Visits (HV) Requirements
• Menus *(Milk, WGR items, cereals, F/V)* • Product information *(WGR items, cereals combo items, yogurt, tofu)*	• Non-creditable foods • Disallowing meals	• Completing *HV Menu & Product Documentation Review Log* • Completing *HV Infant Review Log* • Checkpoints during HV • Disallowances for Meal Pattern Errors • HV Form Documentation

Oversight - Meal Pattern Compliance

WI DPI-FDCH Sponsor Agreement   **FFY 2021 Updates (Eff. 10/1/2020)**

- **Condensed down to 6 pages from 10 pages**
  - ➢ **Pages 1-4:** Requirements for meal pattern, provider menu & product documentation, & sponsor claims processing
  - ➢ **Pages 5-6**: Home visit requirements - checkpoints, documentation, & disallowances
    - ➔ **Organized into 4 sections** *(Home Visit Preparation; During Home Visit; Disallowances for Meal Pattern Errors; & Home Visit Form Documentation)*
    - ➔ **Includes guidance** on Home Visit Menu & Product Documentation Review Log process
    - ➔ **Intended as stand-alone document** for monitor's use

Oversight - Meal Pattern Compliance

WI DPI-FDCH Sponsor Agreement   **FFY 2021 Updates**

Meal Disallowances for Ø Whole Grain-Rich (WGR) items served

Starting 10/1/20:

Grains served to meet the 1 WGR item/day requirement must be creditable based on latest WGR criteria *(which added "Rule of 3" for grains ≠ other WGR crediting options)*

➢ Monitors must disallow the lowest $ meal serving a grain when a WGR item not served on HV day *(based on review of product doc of grains being served that day)*

In FFY 2020, meal disallowance was not required when grains ≠ creditable as WGR .

Oversight - Meal Pattern Compliance

WI DPI-FDCH Sponsor Agreement

FFY 2021 Updates

Home Visit Menu & Product Documentation Review Log

➤ Two Choices for use **starting 10/1/2020** *(Use one version for all monitors)*

Version 1 *(revision of FFY 2020 version)*

OR **Version 2**

Home Visit Infant Review Log

➤ For use **starting 10/1/2020**

Revised for clarity, added question on infant's developmental readiness, & added room for notes

Alternate process to these review logs?

➤ Submit proposed method(s) to assigned consultant for approval prior to implementation.

Submission must describe/ show how this alternate method(s) will capture information and function similarly to DPI's logs.

Oversight - Meal Pattern Compliance

Version 1   Home Visit Menu & Product Documentation Review Log

Oversight - Meal Pattern Compliance

Version 2

Home Visit Menu & Product Documentation Review Log

Oversight - Meal Pattern Compliance

Home Visit Infant Review Log

Electronic Records - Regulations & WI State Statutes

Reminders

Electronic...

Records

Forms

Devices

Record Retention

Access & Confidentiality

Electronic Records

E-Signatures
Electronic signatures on legal documents
(Household Size-Income Statements, Enrollment Forms)

➜ Require **authentication**

Security measures verifying sender & receiver identity within electronic transmissions
(digital signatures, digitized signatures, biometrics, passwords, personal URL addresses,
personal identification numbers (PINs), smart cards, & "I Agree" buttons)

Example ➜ Denise E. Kohout

Digitally signed by Denise E. Kohout
DN: dc=us, dc=wi, dc=dpi, ou=GEF3, ou=Users, cn=Denise
E. Kohout, email=Denise.Kohout@dpi.wi.gov
Date: 2020.05.04 06:48:26 –05'00'

Refer to USDA Policy Memo 07-2007: Electronic Transactions

On-line Forms

Household Size-Income Statement Form

FOR SPONSORING ORGANIZATION USE ONLY – Complete all 3 sections and the *Effective Month of Determination*		
Section 1: Basis of Determining Eligibility *(A or B)*	**Section 2:** Eligibility Determination	**Section 3:** Determining Official's Initials & Approval Date
A. *Household Size & Income* Total Household Size _____ *Total Income $_____/_____ ($ Amount) (Time Period)	B. *Benefits/Foster* ☐ FoodShare WI ☐ WI Works Cash Assistance ☐ FDPIR ☐ Foster Child(ren)	☐ Eligible ☐ Not Eligible	_____ **Effective Month of Determination _____ Month/Year

- Sponsor Approval section ➔ **must indicate DO's Effective Month of Determination**
  (based on household member signature OR DO's approval date)

- If form > 1 date field for DO's approval *(primary DO + 2nd / 3rd DOs' accuracy checks)* ➔
  - ➔ **Specify which DO's approval date = Effective Month of Determination** *(Tiering P & P)*

- **Submit** online HSIS form to assigned DPI consultant **for approval prior to use**

Electronic Devices

Wisconsin Public Records Law
Compliance Guide

Wisconsin Department of Justice
Attorney General Josh Kaul

Dept. of Justice WI Public Records Compliance Guide

Public records ➔ Content, not format, controls whether a
record is subject to public record requests

➢ Business-related emails/text messages sent & received on agency-assigned
AND personal tablets, laptops, mobile devices, email accounts, postings on
social media, etc. **constitute public records**

➔ **Includes** any electronic exchange of program-related information between
sponsor staff and providers (i.e. home visit records, follow-up verification)

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Retention of Electronic Communication

Have policies & procedures for staff to retain emails, texts etc. related to home visit follow-up / corrective action on agency's shared network drive

Provider Logins/Passwords

Sponsor Staff Agreements
Advise written agreements with staff having access to provider logins/passwords
(if not already in place)

Include:

➤Acceptable use *(technical assistance)*
　Ø Not acceptable for staff to make changes or entries while being logged in as provider

➤Consequences of misuse

➤Safeguards to protect confidentiality

➤Changes to provider's claims, profile information, child enrollment, etc.
　➜ Through authorized staff's login/password only, per written information submitted by provider *(with obvious exceptions – i.e. meal disallowances, license/cert information from DCF/county)*

Contract Renewal 2021

- **Contract Opens** Thursday, September 17, 2020
- **Submission Deadline** Friday, October 9, 2020

- **Monitoring Ratio Page** ➜ update not required

- **Time studies** ➜ should not complete until operations resume to some normalcy.

- **Policies & procedures related to COVID-19 waivers** *(off-site monitoring etc.)* ➜ are not required to upload to contract

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Contract Renewal 2021

***Program Information* page:** Program service area chart updated to reflect changes in "Urban" or "not Rural" designations for counties

Program Service Area
Select each County to which your agency will provide Program service for the upcoming federal fiscal year.

☐ Adams	☐ Florence	☐ Marathon*	☐ Rusk
☐ Ashland	☑ Fond du Lac*	☐ Marinette	☐ St Croix*
☐ Barron	☐ Forest	☐ Marquette	☐ Sauk
☐ Bayfield	☐ Grant	☐ Menominee	☐ Sawyer
☐ Brown*	☐ Green*	☐ Milwaukee*	☐ Shawano
☐ Buffalo	☐ Green Lake	☐ Monroe	☐ Sheboygan*
☐ Burnett	☑ Iowa*	☑ Oconto*	☐ Taylor
☐ Calumet*	☐ Iron	☐ Oneida	☐ Trempealeau
☐ Chippewa*	☐ Jackson	☐ Outagamie*	☐ Vernon
☐ Clark	☐ Jefferson	☐ Ozaukee*	☐ Vilas
☑ Columbia*	☐ Juneau	☐ Pepin	☐ Walworth
☐ Crawford	☐ Kenosha*	☑ Pierce*	☐ Washburn
☐ Dane*	☑ Kewaunee*	☐ Polk	☐ Washington*
☐ Dodge	☐ La Crosse*	☐ Portage	☐ Waukesha*
☐ Door	☐ Lafayette	☐ Price	☐ Waupaca
☐ Douglas*	☐ Langlade	☑ Racine*	☐ Waushara
☐ Dunn	☑ Lincoln*	☐ Richland	☐ Winnebago*
☐ Eau Claire*	☐ Manitowoc	☐ Rock*	☐ Wood

Highlighted counties changed to Urban

↓

*Urban Counties, not Rural

Counties changed to Urban:

- Columbia
- Fond du Lac
- Iowa
- Kewaunee
- Lincoln
- Oconto
- Pierce

➢Impacts required # monitoring hours

Extra state agency factor Ø in monitoring ratio calc *(for travel time)*

# of required monitoring hours decreases

CACFP Civil Rights Training

Complete annual civil rights training with sponsor staff

➢ Staff who interact with program applicants, participants, & providers
➢ Staff supervisors

Use DPI's materials:

- CACFP Civil Rights Training PowerPoint for FDCH Sponsor Staff

- PowerPoint Handout

> CACFP Civil Rights Training Hand-Out for FDCH Sponsor Staff
> September 2020 Update
> Child and Adult Care Food Program (CACFP)
>
> WISCONSIN **Community Nutrition**
>
> **GOALS OF CIVIL RIGHTS**
> - Equal treatment for all applicants and beneficiaries
> - Knowledge of rights and responsibilities
> - Elimination of illegal barriers that prevent or deter people from receiving benefits
> - Dignity and respect for all
>
> **What is Discrimination?**
> The act of distinguishing one person or group of persons from other, either intentionally, by neglect, or by the effect of actions or lack of actions based on their protected classes.
>
> **What Is a Protected Class?**
> Any person or group of people who have characteristics for which discrimination is prohibited based on a law, regulation, or executive order.

Posted under:
FDCH Sponsor Guidance Memo H - CACFP Civil Rights Requirements and
FDCH Sponsor Training Webpage

Updated FDCH Sponsor Webpages

Training Webpage

FFY 2020 CACFP Home Sponsor Training
August 13, 2020 Program Management/Administration Session

FDCH Off-Site Monitoring Guide 📄 ← This PowerPoint and Carl's Financial Training PowerPoint will be posted here

FDCH Sponsor CACFP COVID-19 Questions and Answers 📄

Providing Multiple Meals at a Time During the COVID-19 Pandemic 📄
These tip sheets provide information about using bulk foods and distributing multiple meals at a time

WI DPI-FDCH Sponsor Agreement: CACFP Meal Pattern Documentation & Monitoring Requirements 📄

Home Visit Meal Pattern Checkpoints 📄
(Pages 5-6 of DPI-FDCH Sponsor Agreement)

Home Visit Review Logs

Guidance Memo Webpage

New Section for COVID-19 Resources

Table of Contents

FDCH Sponsor COVID-19 Resources
GM A: Requirements for Enrolling, Maintaining, Eligibility of, and Terminating Family Care Homes
GM B: Reimbursement for Meals
GM C: USDA Rates of Reimbursement
GM D: Sponsoring Organization Requirements for Monitoring Day Care Homes

FDCH Sponsor COVID-19 Resources ← New on FDCH Sponsor GM Webpage (1st section above GM A)

FDCH Sponsor CACFP COVID-19 Questions and Answers 📄

FDCH Off-Site Monitoring Guide 📄

Providing Multiple Meals at a Time During the COVID-19 Pandemic 📄
These tip sheets provide information about using bulk foods and distributing multiple meals at a time

Connecting with Your Local Grocery Store 📄

DPI's CACFP COVID-19 Information webpage
Refer to this webpage for additional CACFP COVID-19 information

Back to Table of Contents

> Now posted under:
> **GM D Monitoring Requirements &**
> **GM L Meal Pattern Requirements**

WI DPI-FDCH Sponsor Agreement: CACFP Meal Pattern Documentation & Monitoring Requirements 📄

Home Visit Meal Pattern Checkpoints 📄
(Pages 5-6 of DPI-FDCH Sponsor Agreement)

Home Visit Review Logs

- Version 1 Home Visit Menu & Product Documentation Review Log 📄

- Version 2 Home Visit Menu & Product Documentation Review Log 📄

- Home Visit Infant Review Log 📄

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Thank you to
all who attended
DPI's Program
Management/Admin
Training
on August 13, 2020!!

WECA	• Pam Polenz • Rita Schmidt • Mary Mahl
4C-Dane	• Brianne Heidke • Bette Miller
Horizons	• Jenna Van Den Wildenberg
Marshfield	• Ayme Boushak • Sue Babcock
4C for Children	• Doris Acevedo • Feasha Eubanks • Teresa Alexander
Western Dairyland	• Dotty Lillo • Renee Ernsting • Becca Elbert • Theresa Kulig
DPI	• Lisa Calderone • Cari Muggenburg • Amanda Cullen • Dana Reedy • Meghan Anschutz • Molle Polzin • Jenny Heidenreich • Moryah Kemper