

Community Nutrition Programs
Child and Adult Care Food Program (CACFP)

Applies To: Family Day Care Home Sponsoring Organizations in the CACFP

Revision Date: July 2015

Resources: *CACFP National Disqualified List User Manual for Sponsoring Organizations and Provider Internet Application Manual*

DPI Forms: *CACFP Application-Day Care Home form (PI-1472), Child and Adult Care Food Program Agreement Between Sponsoring Organization and Day Care Home form (PI-1425), and Day Care Home Sponsor Transfer Request form (PI-6076)*

A. CACFP Eligibility of Family Day Care Homes

Family day care homes (Providers) may only participate in the CACFP through a sponsoring organization (Sponsor).

To be eligible to participate in the CACFP, the Provider must meet the following requirements:

1. The Provider must operate family child care in a private residence.

The Provider's child care must operate within the Provider's own residence, the private residence of another individual, or a rented or unoccupied private residence. Commercial properties, including churches and schools, are not private residences and therefore are not eligible to participate in the CACFP as family day care homes (7 CFR 226.2 and USDA Policy Memorandum FY 94-03).

2. The Provider must be licensed or approved to provide nonresidential family child care.

a. Wisconsin accepts Providers who are "licensed" or "approved" to provide child care under the following authorities (i-iv):

i. Licensed by the Division of Early Care and Education, Wisconsin Department of Children and Families (DCF), to provide family day care in accordance with standards specified in Chapter DCF 250, *Licensing Rules for Family Child Care Centers*

- The Provider's DCF issued family child care license will list the Provider's name and address, ages of children, days and times of operation, , effective date, expiration date (if provisional or probationary), and an authorized signature.

ii. Certified by a county department of social services in accordance with standards specified in DCF, Chapter DCF 202, *Child Care Certification*

- The Provider's county issued certificate will list the Provider's name and address, effective date, expiration date, any restrictions, and an authorized signature.

iii. Licensed or approved by a local authority (e.g., city or county government) based upon that municipality's standards for child care services, of which must be on file at the Department of Public Instruction (DPI)

- Acceptable documentation is a registration certificate or a letter on appropriate agency letterhead with the Provider's name and address, the type of registration, the effective dates of the registration, any restrictions, and the signature of the appropriate agency representative.

- iv.* Registered or certified by a county department of social services or local agency acting on behalf of the county. A description of the registration procedure and a copy of the standards used for registration must be on file at the DPI.
- Acceptable documentation is a certificate or a letter on appropriate agency letterhead with the provider's name and address, the type of certification, the effective dates of the license/certification/approval, any restrictions, and the signature of the appropriate agency representative.
- b. The license/certificate must be issued to the Provider.**
- **If the individual enrolling in the CACFP is listed as the "primary provider" on the DCF license and/or its Letter of Transmittal**, she cannot participate until she obtains a license that is solely issued in her name. *A primary provider does not have final fiscal and regulatory responsibility for the family day care home.*
- **If the Provider's license/certificate is issued only to the name of the family day care facility** official documentation such as the DCF Letter of Transmittal or documentation from the DCF website must show that the license/certificate is issued directly to the Provider, by listing the Provider's name and day care home address.
- If the license/certificate is issued to the Provider's facility, and not to her as an individual, she cannot participate until she obtains a license/certificate that is issued to her as an individual, as having the final financial and regulatory responsibility for the family day care home.

3. The USDA CACFP National Disqualified List (NDL):

→ **The Provider cannot be on NDL.**

The NDL is a nationwide list maintained by USDA identifying all family day care home Providers, institutions (agencies), and other individuals or principals associated with disqualified institutions that are disqualified from participating in the CACFP. Disqualified home Providers and principals cannot participate in the CACFP regardless of where and in what capacity they worked with the CACFP when they were disqualified.

→ Sponsors must obtain e-Authentication level one clearance to access the NDL system maintained by USDA. This access will enable the Sponsors to perform searches on individuals against the NDL prior to considering them for potential hire or potential sponsorship as home Providers, in order to prevent their loss of any resources that would have been invested.

Please follow the instructions provided within the USDA - CACFP National Disqualified List User Manual for Sponsoring Organizations for obtaining e-Authentication level one credentials for accessing the NDL.

Web Link: [USDA-CACFP National Disqualified List User Manual for Sponsoring Organizations](#)

B. Requirements for Sponsors to Enroll New Providers in the CACFP

The following requirements must be met to enroll a Provider in the CACFP:

1. Assigning Unique Provider Numbers

The Sponsor must assign unique provider numbers to new Providers; the same provider number must be used both within the Sponsor's database system to manage the Providers' CACFP data and within the Sponsor's *Schedule A* maintained online by DPI.

***Schedule A* is the term used when referring to the list of Providers under each Sponsor who are approved by DPI to participate in the CACFP.**

→ New Providers who are both licensed and certified must be assigned the same provider number.

→ The Sponsor cannot reuse provider numbers.

→ Refer to the *Provider Internet Application Manual* for instructions on the *Schedule A* online submission process: [Provider Internet Application Manual](#)

2. Application – Day Care Home (PI-1472)

The Sponsor must complete the *Application-Day Care Home* (PI-1472) with the Provider's information:

The Provider's name; Sponsor-assigned provider number; geographical address of the home where child care is/will be taking place; DWD-assigned provider number; type of regulation; effective date of regulation; expiration date of regulation (if applicable); meal types and their serving times; and the date of the previsit/orientation conducted by the Sponsor

Once the application is fully completed, both the Provider and the Sponsor representative must sign and date the form. A copy of the completed form must be retained within the Sponsor's files as well as within the Provider's files, on-site in the Provider's home.

a. The Provider's Address:

The address listed on the *Application-Day Care Home* (PI-1472) must be the actual geographical address of the day care home **and** must match the address listed on the license/certificate.

- Rural route numbers are acceptable;
- P.O. Box numbers are not acceptable if the Provider's actual geographical address is not also printed on the license/certificate and *Application-Day Care Home* (PI-1472).

→ If the license/certificate only lists a P.O. Box number as the Provider's address, the Provider must contact DCF or the county which issued the license/certification to have it revised to list the actual geographical address of her day care home. The completed form PI-1472 also must list the actual geographical address of the day care home.

b. Approved Meal Service Types:

The Provider's meal service information provided on the PI-1472 form must fall within the following parameters:

- All approved meal service types must occur within the time restrictions of the license/certification;
- Breakfast meals must be served during the morning hours, and are typically the first meal served during the day; and
- **It is recommended** that the last meal or snack service time not begin any later than 30 minutes before the closing time indicated on the application.

c. Approval of Days of Operation and Ages of Enrolled Children:

If the provider is licensed, approval of specific days and ages of the enrolled children must be within license restrictions. If the provider is certified, approval of specific days and ages of children must be within any county restrictions, as listed on the Provider's certificate.

DPI maintains 2-ply copies of the CACFP Application-Day Care Home form (PI-1472) for the Sponsors' use. Please contact your assigned consultant for the 2-ply copies, as needed, or you may download the PI-1472 form: [CACFP Application-Day Care Home form \(PI-1472\)](#)

3. DPI Approval of Provider's CACFP Enrollment

a. The Sponsor must submit the following to DPI to obtain approval for the Provider to begin participation (*i* and *ii* below):

- i.* The new Provider's enrollment information listed on the Provider's completed *CACFP Application-Day Care Home* (PI-1472), using the Provider's assigned provider number, within the Sponsor's *Schedule A* via the online process; **and**
- ii.* A copy of the Provider's current license/certificate, **either by fax or by email**, to the attention of your assigned consultant.

Both *i* and *ii* above must be promptly submitted by the Sponsor to ensure DPI approves the new Provider's participation prior to processing the Provider's claim.

→ **When a Provider has a license and a certificate**, copies of both of the Provider's regulations must be submitted to DPI and separate *Schedule A* records for each regulation must be submitted online for DPI approval, using the same provider number.

b. Retroactive Reimbursement for New Providers

DPI will approve new Providers, for whom the Sponsor has submitted through the online *Schedule A* approval process, to receive reimbursement for meals served prior to DPI's approval when the following four (*i-iv*) conditions are met:

- i.* The Provider and the Sponsor have fully completed and signed the *CACFP Application-Day Care Home* (PI-1472);
 - ii.* The license/certificate for the Provider's home is in effect;
 - iii.* The sponsor has completed a pre-approval visit at the Provider's home and provided Program training (orientation); and
 - iv.* The Provider has properly documented the number of meals served by date, by meal type, and by child name (or designation) as well as the menus for these served meals showing that they met the CACFP meal pattern requirements.
- If these four conditions are met and the Sponsor has promptly submitted the Provider's information online within Schedule A, DPI will approve the Provider to receive retroactive reimbursement back to the date the Sponsor completed the Provider's previsit and orientation or the effective date of the Provider's license/certification, whichever is the later date.

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- Retroactive reimbursement will be determined from the date the Sponsor submits the Provider's information online within *Schedule A* for DPI approval.
 - **DPI cannot approve retroactive reimbursement for new Providers beyond the first day of the month preceding the month the Sponsor has submitted the Provider's information online within *Schedule A*.**

4. **A signed *Child and Adult Care Food Program Agreement Between Sponsoring Organization and Day Care Home* (PI-1425)**

A copy of the completed PI-1425 form signed by both the Provider and Sponsor must be retained within the Sponsor's files as well as within the Provider's files, on-site in the Provider's home.

The Provider must keep her copy of the completed PI-1425 permanent agreement readily available on-site at all times, with her most current CACFP records.

→ **DPI maintains 2-ply copies of the *Child and Adult Care Food Program Agreement Between Sponsoring Organization and Day Care Home* form (PI-1425) for the Sponsors' use. Please contact your assigned consultant for the 2-ply copies, as needed, or you may download the PI-1425 form: [Child and Adult Care Food Program Agreement Between Sponsoring Organization and Day Care Home form \(PI-1425\)](#)**

- Providers who have signed an earlier version of the PI-1425 form are not required to complete updated versions as long as a copy of the originally signed PI-1425 form is on file.

5. **Provider Transfers**

When a Provider would like to terminate with one Sponsor and join under another Sponsor without any lapse in CACFP participation, it is referred to as a "Provider Transfer".

a. **Terms and Conditions for Allowing Provider Transfers:**

Wisconsin Family Day Care Home Sponsors have collaborated and agreed to allow Provider Transfers under the following terms and conditions listed in i-iv below:

The Provider:

- i. Must be in "good standing" with his current Sponsor;
 - To be in "good standing", a Provider must, at minimum, not be seriously deficient. If a Provider is not seriously deficient, but falls short of being systemically compliant, the involved Sponsors may apply discretion by coming to a mutual assessment on whether a Provider is in "good standing" for allowing the transfer. Because each situation varies, Sponsors have some flexibility in making these determinations.*
- ii. May transfer on the first day of any subsequent month within the first year of initial CACFP participation;
- iii. May transfer on the first day of the month following the Provider's anniversary date of joining the CACFP with his current Sponsor, after the first year of his initial CACFP participation;
- iv. Must properly complete the *Day Care Home Sponsor Transfer Request* form (PI-6076), as described below.

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b. Completing the *Day Care Home Sponsor Transfer Request* form (PI-6076)

In order to approve a Provider's transfer request, he must properly follow the instructions for completing the *Day Care Home Sponsor Transfer Request* form (PI-6076).

→ If the Provider does not properly complete the transfer request form (PI-6076), he forfeits the right to receive reimbursement from the CACFP under another Sponsorship for a minimum of one full calendar month.

→ DPI maintains 4-ply copies of the *Day Care Home Sponsor Transfer Request* form (PI-6076) for the Sponsors' use. Please contact your assigned consultant for the 4-ply copies, as needed, or you may download the PI-6076 form: [Day Care Home Sponsor Transfer Request form \(PI-6076\)](#)

- i. The Provider should give at least 15 days' written notice to his current Sponsor prior to terminating his agreement (*the sponsor has discretion*);
- ii. The Provider must submit all copies of a *Day Care Home Sponsor Transfer Request* form (PI-6076) on which he has completed the appropriate section, to his current Sponsor;
- iii. The current Sponsor will complete the appropriate section of the PI-6076 form and then forward all copies to the new Sponsor. The new Sponsor should receive the completed *Day Care Home Sponsor Transfer Request* form (PI-6076) from the current Sponsor at least 10 days prior to the effective transfer date (*this is discretionary upon mutual agreement between the involved Sponsors*);
- iv. The new Sponsor will sign and date the completed PI-6076 form and retain a copy, return a copy to the previous Sponsor and the Provider, and forward a copy to DPI.

c. Approval and Effective Date of Provider's Transfer

The Provider's transfer request will be approved by DPI if the following is completed by the new Sponsor:

- i. The *CACFP Application-Day Care Home* form (PI-1472) with the new Provider; and
- ii. The new Sponsor submits, to DPI, the Provider's information online within its *Schedule A* as well as a copy of the Provider's current certificate/license and the completed *Day Care Home Sponsor Transfer Request* form (PI-6076).

The Provider's transfer request date will be honored if the requirements, *i* and *ii* directly above, are met by the Sponsor, the terms and conditions for making a transfer (as detailed in sections B5a and B5b above) are met, and her transfer request date falls on or is after the first day of the month preceding the month the Sponsor submitted the Provider's information online within *Schedule A*.

- As is required for new Providers, a signed *Child and Adult Care Food Program Agreement Between Sponsoring Organization and Day Care Home* (PI-1425) by the new Sponsor and Provider must be maintained on file by both parties.

C. Requirements for Maintaining CACFP Eligibility of Participating Providers

Sponsors can only submit reimbursement claims for Providers who **have proof of current licensure and/or certification** for providing child care and whose claims report only meals served to eligible children meeting the CACFP requirements.

→ **Sponsors cannot provide “control date” periods of extension for Providers who do not have current or up-to-date licenses and/or certificates on file.**

1. Updated Licenses/Certificates

When changes occur to a currently approved Provider’s license/certificate:

a. The Sponsor must first obtain DPI approval of the Provider’s updates by submitting, to DPI, a copy of the Provider’s updated license/certificate as well as the respective changes online within *Schedule A* for the appropriate regulation when the following changes occur with the license/certificate:

i. The Provider’s last name

ii. The geographical location of the Provider’s day care home;

If a Provider moves, the Sponsor must not issue further CACFP reimbursement payments to the provider until the Sponsor receives the Provider’s updated regulation showing the new address.

iii. The capacity number;

iv. The Provider’s license is updated with a new expiration date or updated to be a regular license (not probationary) or non-expiring;

If the updated license is now a regular license, it no longer has an expiration date; the Sponsor should remove the expiration date and leave this field blank within the Provider’s *Schedule A* file for her license.

and/or

v. The Provider’s certificate has been renewed.

vi. Lapse Period in Child Care

If there is a lapse in child care during a Provider’s move to a new location and/or between the expiration date of the Provider’s previous regulation period and beginning date of the renewed regulation period, the Sponsor must assure that the Provider is not paid during this lapse and inform DPI of this lapse by doing the following:

a) Update the Provider’s *Schedule A* file online for the specific regulation by changing both the start date and expiration date (if applicable) to the dates printed on the updated regulation; and

b) Confirm to DPI that the Provider was not paid during the lapse period, by noting this confirmation along with the actual lapse period on the copy of the updated regulation that is faxed or emailed to your DPI consultant.

vii. License/Certificates Issued in the Provider's Facility Name

Providers who were originally approved to participate with licenses/certificates issued only in the Provider's facility's name, and not in their individual names, **have been allowed to participate in the CACFP until a substantive change occurs in their licenses/certificates.**

- A substantive change is defined as any change in the regulatory limits of the regulation (*i.e. maximum capacity, ages of children served, days, hours and/or months of operation, name and/or address of the holder of the regulation and/or the address of the day care home*).
→ **When a substantive change occurs, the provider's eligibility to participate in the CACFP will be terminated until the Provider is issued a new license/certificate in her individual name.** Then, the Sponsor must enroll the Provider as a new Provider, with a new provider number.
- License/certificate renewals and/or the issuance of regular or non-expiring licenses are not included within the definition of a substantive change.

viii. Providers with Dual Regulations

When a participating Provider becomes dually regulated, with both a license and a certificate, the effective date for claiming meals added under the additional regulation must either be the effective date printed on the additional regulation **or** the first day of the month preceding the month that the Sponsor submitted the Provider's additional regulation within its *Schedule A* online for DPI approval, whichever is the later date.

- Retroactive reimbursement will be determined from the date the Sponsor submits the Provider's information online within *Schedule A*.

b. Then, the Sponsor must make the necessary changes to the Provider's file and participation data within the Sponsor's system to ensure that:

- The Provider is not paid for meals served outside of the updated regulation's limits;
- The Provider is properly approved for additional meals she now serves due to an updated or added regulation; and
- The effective dates of a Provider's continued participation following a lapse in regulation and/or added meals that result from an updated or added regulation must be in accordance with DPI's approval dates.

2. Provider's Request for Claiming Additional Meals

If a Provider would like to claim additional ages, meal service type(s), hours and/or day(s) of operation after the approval of her original *CACFP Application-Day Care Home (PI-1472)*, she must submit a request to the Sponsor for approval to add these meals.

→ **The effective date for claiming these additional meals is the Sponsor's approval date of the Provider's submitted request.** Sponsors may only approve additional meals upon verifying that they are within the limits of Provider's current license/certificate. Sponsors must have a method for documenting the approval date of the Provider's request for the added meals.

- If the Provider would like to add meals as the result of her updated regulation, the Sponsor cannot approve these additional meals for reimbursement prior to receiving a copy of this updated regulation.
- As long as Providers are informed prior to implementation, A Sponsor may have a policy of approving these requests to be effective at a later date, such as the first day of the following month.

D. Conditions for Becoming Ineligible in the CACFP

A currently participating Provider can become ineligible for CACFP participation under any of the following conditions that result from the Sponsor's and/or Provider's actions:

1. Ineligible due to the Sponsor's Actions:

- a. The Sponsor submits the Provider through the DPI's online process to be terminated (for convenience) from *Schedule A* and notifies DPI of the provider's termination; **and/or**
- b. The Sponsor has not submitted the Provider's current license, certification or approval documentation to DPI and/or the Provider is not listed on the Sponsor's *Schedule A*;

To reactivate the Provider's eligibility status when "a" and "b" above occur, the Sponsor must submit the Provider's current regulation and submit the Provider's updated information online within *Schedule A* for DPI approval.

- If the Sponsor had terminated the Provider for convenience, and then the Provider wants to return to participate again under this same Sponsor:
 - If terminated within the year and if the Sponsor chooses, the Provider's formerly assigned provider number can be reactivated by DPI and the Provider can retain the same provider number; in this case, the Sponsor must contact DPI to request for this reactivation in order to access the Provider's file through *Schedule A* for making updates and obtaining DPI approval for participation.
 - If terminated over a year ago, the Sponsor must assign a new provider number and follow the requirements for enrolling new providers, as stated in section B of this guidance memorandum.

2. Ineligible due to the Provider's Actions:

- a. The Provider allows her probationary license, regular or probationary certification, or approval to expire and will not be renewing it;
- b. DPI is notified that the Provider's license, certification, or approval has been revoked or denied;
Revocation or denial of the Provider's regulation may require the Sponsor to declare the Provider as Seriously Deficient, depending on the reason for revocation or denial.
- c. DPI is notified that the Provider has not properly renewed his licensure, certification, or approval; and/or
- d. The provider has been terminated "for cause" and disqualified from participating in the CACFP.

Under all of these conditions (a-d above), the Sponsor must submit the Provider through DPI's online process to be terminated from *Schedule A*, and include the effective date of the expiration, revocation or denial, or disqualification.

E. DCF Closed Facilities Report

If a Provider voluntarily surrenders her license or certificate, or if it is suspended or revoked, the Provider's name may appear on the monthly DCF *Closed Facilities Report* (CFR) that DPI compiles by accessing the information within the Wisconsin Child Care Regulatory System (WISCCRS) database. DPI compiles this report at the beginning of each month to obtain the prior month's closures for the purpose of assuring that the Providers who have closed are not reimbursed for any meals after their closure dates.

→ **Important Point:**

The DCF Closed Facilities Report compiled by DPI is only a "snapshot in time" of provider information that has been entered by DCF officials. It may not capture all providers who have closed or whose regulations have been revoked.

- **Do not solely rely on DPI's monthly DCF Closed Facilities Report for information on providers' closures and revocations.**
- **DPI advises that all Sponsors have access to and periodically check the WISCCRS database for critical changes in providers' license/certification status.**

1. Using the CFR report and the *Schedule A* information, DPI will identify the listed Providers on the CFR who are currently participating in the CACFP and under which Sponsor.
 2. Each Sponsor's assigned DPI consultant will then notify their Sponsors with this information by emailing them a list of these providers, their closure dates, and purpose for closure.
 - Upon receiving DPI notification of Providers who have closed, if the Sponsor and/or Provider questions the accuracy of the Provider's closure status, as shown within DPI's CFR, the Sponsor must respond to DPI by forwarding documentation from DCF that communicates DCF's correction of the WISCCRS database entry error.
 3. The Sponsors are then required to terminate these providers from the CACFP within their systems effective as of the closure date, to ensure that they receive no further CACFP payments after this date. **The Sponsors also must do the following:**
 - Access the Providers' information within *Schedule A* and enter the closure date within the "Expiration Date" field for each closed Provider, for whichever regulation the closure applies to, and then submit them through the DPI's online process to be terminated or "removed" from *Schedule A*.
 - Respond to DPI's notification by confirming that each of the closed providers have been terminated within their data systems and will not be paid any CACFP reimbursement if a Provider claims for meals served after the closure date, unless the Provider has relocated.
- **Providers who have relocated:** the Sponsor must make sure that the Provider is not reimbursed for meals served at her new location until the Provider's new license/certificate is received. Then, the Sponsor must submit a copy of the new license/certificate to DPI and update the Provider's *Schedule A* file online with the new license/certificate information for DPI approval.

4. If Sponsors issue CACFP reimbursement payments to Providers for meals served after the closure dates of their license/certificate, the Sponsor must recover these improper payments and remit these funds to DPI by following the procedures outlined in Guidance Memorandum F.
 - In certain cases, the Provider may also need to be declared as seriously deficient; please contact DPI for additional guidance before declaring the Provider as seriously deficient.

F. Termination of Providers from the CACFP

1. Termination “For Cause”

The Sponsor must submit, to DPI, all written correspondence relating to a Provider’s termination “For Cause” and information on any related fiscal overclaim, including the Sponsor’s remittance date of the overclaim amount to DPI.

→ Refer to Guidance Memorandum M for more information on what documentation must be submitted to DPI for Providers who are terminated “for cause” and terms of being added to the NDL.

DPI maintains and monitors a listing of all Wisconsin providers who have been terminated “for cause” from the CACFP by its family day care home Sponsors.

DPI must report the following information to the USDA National Disqualified List (NDL) for Providers terminated “for cause” by its Sponsors:

- The Provider’s name, birth date, and provider number;
- Current address and phone number;
- Specific reason(s) for termination “for cause”; and
- Amount of Debt Owed by the Provider (if applicable)

2. Termination “For Convenience”

a. Initiated by the Sponsor:

When a Sponsor terminates a Provider “for convenience”, the Provider is eligible to rejoin the CACFP under a new sponsor without any lapse of Program eligibility, if the requirements are followed for making a provider transfer, which are detailed in section B5 of this guidance memorandum.

b. Initiated by the Provider:

If a Provider chooses to not submit a provider transfer request, as detailed in section B5 of this guidance memorandum, but would like to terminate his CACFP participation agreement with his current Sponsor “for convenience”, the Provider should give a written notice to his current sponsor at least ten (10) days prior to his official termination date. *(The current Sponsor has discretion with regard to the Provider’s written notice.)*

→ **When the Provider does not properly “transfer” to another Sponsor, he forfeits the right to receive reimbursement from the CACFP under another Sponsorship for a minimum of one full calendar month.**

3. Termination and Removal from *Schedule A*

Sponsors must terminate these providers (regardless whether terminated “for cause” or “for convenience”) within their systems effective as of the termination date, to ensure that they receive no further CACFP payments after the termination date.

→ The Sponsor also must do the following:

Access the Providers’ information within *Schedule A* and enter the termination date within the “Expiration Date” field for each terminated Provider and then submit them through the DPI’s online process to be terminated or “removed” from *Schedule A*. The Sponsor should subsequently email its DPI consultant to inform her that you submitted providers to be terminated or removed from *Schedule A*.