

Required Procedure for Completing the 5-Day Reconciliation

Purpose

Completion of the five-day reconciliation process must be part of each home visit for determining whether the home provider is accurately recording meal counts.

To properly complete the five-day reconciliation:

- Examine the meal counts recorded for each individual child for all meal types claimed by the home provider for five prior operating days in a row during the current and/or last claiming period.
 - Compare by child, the meal counts to both the sign-in/out attendance and the enrollment information (on days, hours, and meals). You cannot only compare total meal counts to total attendance.
- Follow Steps 1 – 5.

To properly document the 5-day reconciliation:

When examining all meal types claimed for the selected 5-day period, you must document the reconciliation for at least one meal type.

→ **Documentation Point:** If documenting only one meal type, document the observed meal or the meal closest to the home visit time if a meal is not observed.

Best Practice →→→ Document by child and not total meal count and attendance numbers.

An example of an acceptable documentation method of the 5-day reconciliation ↓

Meal Type Observed or Meal Type Closest to Time of Review: _____ Day of Review Meal Count: _____											
Children's Names/ Numbers	Meal Count (M) and Attendance Record (A) Reconciliation										CACFP Enrollment Form Info Match?
	Day/Date		Day/Date		Day/Date		Day/Date		Day/Date		
	_ / _	_ / _	_ / _	_ / _	_ / _	_ / _	_ / _	_ / _	_ / _	_ / _	
	M	A	M	A	M	A	M	A	M	A	
1.											
2.											
3.											
4.											
5.											

Required Procedure for Completing the 5-Day Reconciliation

Step 1

Select the 5-day period for the reconciliation.

It can be the immediate 5 prior operating days or any set of 5 days in a row during the current and/or last claiming period.

- The home visit day cannot be one of the days within the selected 5-day period.
- The selected 5-day period must have meal counts recorded for all 5 days; if the provider didn't record meal counts for any of these 5 days, you must select another 5-day set with completed meal counts.

Step 2

Check for complete and available records

For each of the 5 days that you will examine, determine the availability and completeness of the sign in/out attendance records for the selected 5-day period and enrollment information (days, hours, & meals)

- ❖ If the provider's sign in/out attendance records are incomplete, missing, or unavailable for the selected 5-day period, then still complete and record the reconciliation using the enrollment information.

If and
Then

- ❖ If the provider does not have her enrollment information available (*it is misplaced or not yet submitted for new children*), then complete and record the 5-day reconciliation using the sign in/out attendance records and the enrollment information if you have access to it (*either by your i-pad/notebook or your copy of the most recent child information report*).

→ Do not select a different 5-day period for completing the reconciliation unless both sets of records or information are unavailable:

- Both: (1) Sign in/out attendance records for that 5-day period; and
(2) Children's enrollment information

Required Action → Incomplete, Missing, and/or Unavailable Records

When the provider's sign in/out records and/or enrollment forms/information are incomplete, missing, or unavailable, you must do the following with few exceptions:

- (1) Disallow meals only for incomplete, missing, and/or unavailable sign-in/out attendance records (do not disallow for missing enrollment information);
- (2) Record the incomplete, missing, and/or unavailable records as a noncompliant finding and for follow-up;
- (3) Send/email copies of the missing enrollment forms/information to the provider.

Exceptions: Discretion Permitted

Reasons you may be permitted to apply discretion by not disallowing meals and/or citing non-compliance:

Inadvertent
Error

+

1st Time
occurrence

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Steps 3 and 4 can be completed simultaneously for each child or as separate steps.

Step 3

Compare Meal Counts to Sign In/Out Attendance

For each of the 5 days, compare each child recorded within the meal counts to his sign in/out times on the attendance records for verifying he was present during these meals.

→ Identify, record, and address discrepancies.

❖ Providers are not required to record their own children who are ≥ 7 years within their sign in/out attendance records. If these children are eligible as “Provider’s Own”, then use their enrollment information for verifying the likelihood of them being present during these meals.

❖ If a child’s sign in/out times stray a bit outside the provider’s meal times (*i.e. he departed before or arrived after a meal time*), then discuss this variation with the provider for determining if it is reasonable.

Maybe the provider served the child the meal earlier or later depending on his family’s needs or reasonable schedule variations.

→ If reasonable, it is not a “discrepancy”. Do not disallow the child’s meals.

The provider’s meal service times are guidelines for planning meal observation visits and to monitor for any legitimate claiming of meals not actually served to children, not to prohibit claiming of meals served outside of her specified meal times.

Required Action → Discrepancies

When discrepancies are identified, you must do the following with few exceptions:

- (4) Disallow meals; and
- (5) Record the reason for the discrepancy as a noncompliant finding.

Exceptions: Discretion Permitted

You are permitted to apply discretion by not disallowing meals and/or citing non-compliance for discrepancies resulting from missing or incomplete attendance records when:



→ Documentation Points: If applying discretion, you must still document:

- (1) The discrepancies;
- (2) The reason you are applying discretion; and
- (3) The occurrence as an observation¹, if not as a non-compliant finding.

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Step 4

Compare Meal Counts to Enrollment Information

Time Saver Tip

Complete Step 3 before the home visit when reconciling days from prior claim or current month's submitted counts.

Compare each child recorded within the meal counts for the 5-day period to her enrollment information for determining whether the “days, hours, and meals” information supports her meal counts.

→ Identify and record discrepancies.

If and Then

- ❖ The children’s enrollment information is only required to be updated one time annually. **If** a child’s enrollment information varies from his meal counts but he appears to be in attendance according to the sign in/out times, **then** discuss this variance with the provider to determine whether his normal child care times have changed or it is just an exception, e.g. dr. appointments, illness etc.

→ **Documentation Points:** Record any schedule changes/exceptions for reference during future home visits.

- ! The provider is not required to have the parents update the information on the child’s enrollment form until the annual renewal time.
- ! The provider must not update the child’s enrollment information within the online system without the parent signing off on the change.

Required Action → Discrepancies

When identifying extreme or unreasonable variations from enrollment information, record and use this information for further investigative action (e.g. household contacts, reconciliation of more days, additional visits etc).

Step 5

Compare Children Present during Home Visit to the 5-Day Period of Meal Counts

Compare the children recorded as present within the sign in/out records and the children you see in the home to the meal counts recorded by the provider during the selected 5-day period and check capacity.

→ Identify and record any questionable variances and over-capacity.

Required Action → Variances and Over-Capacity

(1) **Significant & Questionable Variances:** Discuss with the provider. If there are not legitimate reasons for these variances, e.g. school days off, schedule changes, illnesses etc., document and do further investigation.

Over-Capacity

(2) **Over-capacity:** you must disallow the meals in excess of the provider’s capacity and cite this issue as a noncompliant finding when the provider was over-capacity within the selected 5-day period and/or on the day of the home visit.

¹Observations are occurrences treated with only TA and not as a noncompliant finding. They must be documented for tracking purposes to identify any reoccurrences or questionable patterns during future visits.