

## Home Sponsor Guidance Memorandum Changes – FFY 2015

### Guidance Memo A

#### Requirements for Enrolling Family Day Care Homes

- Adds section on the **USDA CACFP National Disqualified List (NDL) (Section A3)**:
  - ✓ Sponsors must obtain level 1 clearance to access the NDL system maintained by USDA
  - ✓ Provides link to USDA's user manual for obtaining access & using the database to query individuals
  - ✓ Sponsors must query the NDL for individuals who are potential for agency hire & provider sponsorship.
- Adds reference to & web links for the forms:
  - ✓ PI-1472 (*Provider Application*)
  - ✓ PI-1425 (*Sponsor/Provider Agreement*)
  - ✓ PI-6076 (*Transfer Request*)
- **Provider Transfers (Section 5a)**: The terms and conditions for allowing Provider transfers must be followed unless otherwise agreed to by both involved Sponsors with DPI's concurrence.
- Adds more specific instructions on:
  - ✓ Assigning provider #s
  - ✓ Updating *Schedule A*
  - ✓ Closed Facilities Report & the DCF WISCCRS database **This report is a "snapshot in time"; Sponsors cannot solely rely on this report for Provider closure & revocation information.**

### Guidance Memo D

#### Requirements for Monitoring Providers

- Adds reference to USDA's handbooks for monitoring Providers & for requirements on the serious deficiency process
- Changes the FAQ attachment on the 5-day reconciliation process to **Addendum D1 – Required Procedures for Completing the 5-Day Reconciliation During Family Day Care Home Visits**; Addendum D1 details the required process for completing the 5-day rec by each child.
- Adds clarifications within **Required Review Elements (Section B6)**:
  - ✓ The presence of children during home visits
  - ✓ Identifying & documenting noncompliant findings, required corrective action, & follow-up
  - ✓ Meal service observations (serving sizes, what present & participating means, not deducting meals for being outside of meal service times, that meal counts recorded in advance is a review finding, & it is acceptable for recording menus in advance)
- Adds section **Automated Claim Errors & Deductions (Section B8)**: over-capacity; a.m. snack/lunch claimed for school-agers; enrollment form discrepancies

### Guidance Memo E

#### Training Requirements

- Adds **Attachment E1 – CACFP Training Agenda/Attendance Sign-in Sheet** as a sample form to use for organizing and documenting training for the Sponsor's staff.
- **Sponsor Training of Staff (Section B)**: Specifies the requirement of Sponsors to annually train its staff on the pertinent topics relating to each staff person's responsibilities as well as on civil rights.
- Re-organizes the GM for clarity purposes

### Guidance Memo I

#### Requirements for Household Size-Income Statements

- Adds reference to **USDA's Eligibility Guidance for Family Day Care Homes (old) & USDA's Eligibility Manual for School Meals**.
- Adds **Addendum I1 – HSIS Verification**; this addendum provides information on what documents must be submitted by providers with their HSIS for the Sponsor to verify benefit or income eligibility & provides guidance on using the tax form 1040 for income verification.
- Adds:
  - ✓ IRA distributions to the list of regular income sources that must be reported (*Section G4c under regular income that must be reported*);
  - ✓ Reference to & the web link to the list maintained by the Supplemental Security Income Program for income not to be reported on the HSIS (*Section G4d*);
  - ✓ More information on Provider's Own (not new) (*Section G4e*)
- Adds section H – **Children Qualifying for Automatic Tier 1 Eligibility** – provides more detail on foster children determinations, Head Start children, & adds info on homeless, runaway, & migrant children.

### Guidance Memo J

#### Tiering Requirements

- **Census Data Determinations (Section IC)**: the Free/Reduced price data for either age groups of 0-12 year olds or 0-18 year olds (*obtained from the census mapping tools*) may be used when determining a Provider's Tier 1 eligibility.
  - ✓ When calculating a Weighted Average CBG, the eligibility for the same age group must be used for each of the CBGs within the selected set to be averaged.
- **The Weighted Average Census Block Groups for Area-eligibility Determinations Instructions**:
  - ✓ Is now *Addendum J1*;
  - ✓ Revises the instructions & screen shots from the FNS Area Eligibility Mapping tool for showing the revised CBG attribute information.
  - ✓ Adds *Attachment J1 – Weighted Average CBG Calculation Worksheet & Sponsor Approval Request Form* (Excel form).
- **School Data Documentation (Section ID4ai)**: Sponsors may use attendance maps available on school websites for documenting the attendance area in which the Provider's home is located.

### Guidance Memo M

#### Requirements for Serious Deficient Procedures

- Adds references USDA's handbook on the requirements on the **Serious Deficiency, Suspension, and Appeals process**
- **The Serious Deficiency Process (Section C4)**: Adds guidance on selecting the appropriate serious deficiency(ies) under the USDA regulatory citations, specifying the only acceptable corrective action for the provider to submit when declared as seriously deficient for "Submission of false claims for reimbursement" when the Sponsor makes a administrative and/or confusion error & inaccurate info submitted through the household contact process.
- **Continuation of Program Payments during the Serious Deficiency Process (Section C7b)**: Adds detail regarding the process of denying invalid claims, as previously referenced in the January 22, 2001 DPI memo.
- Re-organizes the GM for clarity purposes.