

Home Visit (HV) Checkpoints, Documentation, and Disallowances

Home Visit Preparation

Menu Review: Review the provider’s **monthly menus from the most recently processed claim and the current month’s menus up to the HV date** for the items listed in the Meal Components Chart, below.

HV Menu and Product Documentation Review Log: List grains and meat/meat alternate items with a “*” in the Meal Components Chart below on the *HV Menu and Product Documentation Log* if served on reviewed menus

Identify meal pattern errors for items with a “✘” in the Meal Components Chart below on current month’s menus and do not record them on the *HV Menu and Product Documentation Review Log*.

MEAL COMPONENTS CHART

GRAINS:	MEAT/MEAT ALTERNATES (M/MA)	FRUITS & VEGETABLES (F/V) <i>[Do not list on HV Menu-Product Doc Review log]</i>
<ul style="list-style-type: none"> * Breakfast cereals * Grains identified as WGR ✘ Any non-creditable grains, i.e. grain-based desserts (GBD) 	<ul style="list-style-type: none"> * Yogurt (regular or soy) * Store-bought combination foods * Tofu ✘ Serving M/MA for breakfast > 3 times/week ✘ Any other non-creditable M/MA 	<p>Note when the following errors are identified on the current month’s menus:</p> <ul style="list-style-type: none"> ✘ Missing vegetables for lunches & suppers ✘ The same food is served as the vegetable & fruit component for lunches & suppers ✘ Juice is served > one meal/day ✘ Items served to meet the F/V component that are not creditable as a F/V

HV Infant Review Log: Review the provider’s **infant menus from the most recently processed claim and the current month’s menus up to the HV date.**
List all items served to each infant on their menus

During Home Visit

Review of Foods/product documentation on-hand for items with a “*”

- * Continue completing the Home Visit Menu and Product Documentation Review Log (for items with a “*” in the meal components chart above) by:
 - Listing brands/names of foods on-hand for items identified on the reviewed menus
 - Reviewing product packaging of store-bought foods (*and recipes for home-made grain items*) for items identified within the reviewed menus
 - Verify whether foods meet their respective crediting criteria
 - if item is creditable
 - Marking “Y” or “N” for each listed menu item for whether they had foods/product doc/recipes on-hand
 - Items marked “N” require follow-up

Review of Formula/Breast Milk/Foods On-hand for each infant (During Home Visit)

- * Continue completing the Home Visit Infant Review Log by:
 - Reviewing formula/breast milk/foods on-hand for each infant
 - List/identify each component as provider and/or family-supplied
 - if item (*regardless of family or provider supplied*) is creditable
 - Checking if each infant is being served foods appropriate to their developmental readiness;
 - Checking if the provider is only claiming infant meals with <= 1 family-supplied item
 - Assessing whether the provider is recording all items on the menus that are actually being served to each infant

Milk

- **Check refrigerator:**
Request provider to show which milks are served to each age group.
- **When observing a meal:**
Identify the age groups and milk types served to each and whether they are the correct types of milks

Meal Preparation Methods

- Check food preparation methods during a meal observation visit for whether the provider is deep-fat frying any foods served for meals
- If not observing a meal, ask open-ended discussion/Questions, Ex: “How do you cook your foods?”

Disallowances for Meal Pattern Errors

Served on the HV Day	Within current month’s menus back to the 1st of that month
<p>M/MAs:</p> <ul style="list-style-type: none"> *yogurt (> sugar limit) *store-bought combination foods (no CN label/PFS) *tofu (< required # of protein grams) <p>GRAINS:</p> <ul style="list-style-type: none"> *Non-creditable cereal (exceeded sugar limit) *non-creditable grains (i.e. grain based desserts) *The least reimbursable meal serving a grain when a WGR item is not served/will not be served on the HV day <ul style="list-style-type: none"> • <i>Meals must be disallowed starting 10/1/20 for not meeting the latest updated WGR crediting criteria (updated in 2019). Sponsor monitors were to give TA during FFY 2020 and not disallow meals when grains were found not creditable as WGR.</i> <p>INFANT MEALS</p> <ul style="list-style-type: none"> *More than one family-supplied meal component *Non-creditable items *Items served are not appropriate to the infant’s developmental readiness <p>FRUITS/VEGETABLES</p> <ul style="list-style-type: none"> • F/V errors observed at meal • Juice: least reimbursable meal if served more than 1X on HV day <p>MILK</p> <ul style="list-style-type: none"> • Incorrect types of milk during a meal observation • Up to the HV time if correct types of milk were not on-hand for that day’s meals (for example, if no empty milk container in garbage) • For that day if evident that provider will be unable to buy the correct types of milk before the end of the day for meals not yet served <p>PREPARATION METHODS:</p> <ul style="list-style-type: none"> • Meals serving deep-fat fried foods prepared on-site during meal observation 	<ul style="list-style-type: none"> • Any non-creditable foods for any meal component or meals that are missing components <p>GRAINS:</p> <ul style="list-style-type: none"> • Non-creditable grains, including grain based desserts <p>M/MA:</p> <ul style="list-style-type: none"> • Breakfasts serving M/MAs instead of grains <= 3X/week <p>F/V:</p> <ul style="list-style-type: none"> • Vegetable not served for lunch/supper • The same food served for vegetable & fruit components for lunch/supper • The least reimbursable meal when juice is served more than 1X/day <p>INFANT MEALS</p> <ul style="list-style-type: none"> * More than one family-supplied meal component * Non-creditable items * Items served are not appropriate to the infant’s developmental readiness

Home Visit Form Documentation

<p>RECORD FOLLOW-UP ON:</p> <ul style="list-style-type: none"> • Menu items without foods on-hand or product doc/recipes <u>during the prior HV</u>- whether the provider now has foods on-hand or product doc/recipes for these foods at this HV, and if so, are creditable. • Items on the reviewed menus that did not have foods on-hand during this HV, for follow up <u>at the next HV or by provider sending in copies</u>
<p>RECORD NON-COMPLIANCE AND REQUIRED CORRECTIVE ACTION (CA):</p> <ul style="list-style-type: none"> • Non-creditable foods identified when reviewing product documentation on-hand (list specific names/brands of foods) • Incorrect types of milk served according to age group (specify what type and age group) • Infants <ul style="list-style-type: none"> ◆ Serving non-creditable items (specify each item) ◆ Not serving meals according to infant’s readiness (explain specific situation) ◆ Claimed meals containing > 1 family-supplied item (specify infant and meals) ◆ Not recording all foods actually served on the infant’s menus (specify infant and foods not recorded) • Provider is deep-fat frying foods on-site (specify which foods) • Meal pattern errors (non-creditable foods/missing components) identified within the current month’s menus