Date: June 9, 2006

Reference: # CACFP ADC 2006-8

To: Child and Adult Care Food Program-Adult Day Care (CACFP-ADC) Contractors

Subject: Five-Day Reconciliation of Meal Counts for Sponsoring Organizations

Effective Date: July 3, 2006

APPLIES TO SPONSORING ORGANIZATIONS ONLY

Purpose
This Policy Alert notifies sponsoring organizations of the NEW requirement to include a five-day reconciliation of meal counts to enrollment and attendance records during each review conducted of centers. Monitors must examine the meal counts recorded by the center for five consecutive days during the current and/or prior claiming period.

Background
The five-day reconciliation requirement was added to help sponsoring organizations determine the accuracy of meal counts and claims. Using this tool requires more effort on the part of the sponsor initially; however, sponsors will realize savings in time and money by minimizing the number of exceptions taken by SNP staff that must be reconciled.

Implementation
July 3, 2006

Definitions
Aggregate: the total meal count by types for any day.

Five-Day Reconciliation: a comparison of meal counts to enrollment and attendance records over a period of five consecutive days.

Procedure
A reconciliation of meal counts for five consecutive days must be included as a part of each center review conducted by a sponsoring organization. (Form H1602, Adult Day Care Food Program Monitor Review, has been revised [version May 2006] to include the five-day reconciliation. You can download the form at www.snptexas.org beginning July 3, 2006.)

Monitors must examine the meal counts recorded by the center for five consecutive days during the current and/or prior claiming period; or, for reviews conducted early in a month, some combination of days from the current and previous months. However, if there are circumstances that warrant the review of a five-day period from an earlier month (i.e., there are indications of an inaccurate meal count in an earlier month, but not in the current or previous month), the monitor may look at the earlier month’s records as well.

This Policy Remains in Effect Until Further Notice
The five-day reconciliations will be done by comparing the aggregate (or total) daily meal count for each meal type to attendance and enrollment records. The following describes the process for conducting a five-day reconciliation of a sponsored center.

Before conducting the actual reconciliation, the monitor must take two preliminary steps:

- Evaluate the enrollment and attendance records to ensure that they are current and accurate.
- Compare the center’s total meal counts to its licensed capacity. Meal counts for any day or any shift (if shift care is provided) should never exceed licensed capacity.

The monitor is now ready to perform the actual five-day reconciliation.

The monitor should start by comparing the center’s total enrollment to its recorded daily attendance, to ensure that the number of adults in attendance does not exceed the number of adults enrolled. If attendance does exceed enrollment, for any day or for any shift (if shift care is provided), the monitor must determine the source of the error (e.g., inaccurate attendance records, missing enrollment forms) before a five-day reconciliation can be completed.

Next, the monitor will compare the center’s total attendance to its meal counts. The monitor will look at five consecutive days of aggregate meal counts for each approved meal type, to ensure that meal counts do not exceed the number of adults in attendance on any day.

Based on this comparison, monitors must determine whether meal counts were accurate. If there is a discrepancy between the number of adults enrolled or in attendance on the day of review and prior meal counting patterns, the monitor must attempt to reconcile the difference and determine whether an over claim has occurred.

Sponsors that do not implement the five-day reconciliation may be placed in the serious deficiency process. Refer to Policy Alert CACFP ADC 2003-6, *Serious Deficiency Process for Participating Contractors*, for information on the serious deficiency process.

Child and Adult Care Food Program: Improving Management and Program Integrity Rules.

If you have any questions regarding this Policy Alert please contact your Area Program Office.