POLICY ALERT

Date: November 10, 2006
Reference: # CACFP CCC 2007-2
To: Child and Adult Care Food Program-Child Care Centers (CACFP-CCC) Contractors
Subject: Clarification on the Block Claim Process
Effective Date: Immediately

APPLIES TO SPONSORING ORGANIZATIONS ONLY

Purpose


Effective

Immediately

Procedure

60-Day Clock

Sponsoring Organizations (Sponsors) must conduct an unannounced review of a facility within 60 days of receiving a block claim.

The starting date of the “60-day clock” begins on the date the sponsor receives a facility’s meal count records. For example, if a sponsor receives a facility’s meal counts on September 4, 2006, but does not review the meal count records until September 30, 2006 and discovers a block claim, they must conduct the unannounced visit by November 2, 2006 (60-days from September 4, 2006). Therefore, sponsors must be diligent in reviewing a facility’s meal count records timely.

Documenting Valid Reasons for a Block Claim

A sponsor monitor must be specific in their documentation of the valid reasons for a facility’s submission of a block claim. The reasons must be specific to the facility and the sponsor monitor must provide a detailed explanation why he/she believes the reasons to be valid. For example:

“Center accepts sick children” would not be sufficient to document a valid reason. The sponsor monitor would need further documentation, such as he/she examined the center’s written policy regarding caring for sick children, or observed sick children in the center, or has some other reason to believe that this is a valid reason for the center to have block claims.

continued

This Policy Remains in Effect Until Further Notice
Procedure continued

Documenting Valid Reasons for a Block Claim Prior to Submission

Sponsors can evaluate and document the reason for a block claim prior to the submission of the claim. The reasons for a block claim identified prior to submission of the claim must also be specific to the facility and must be well documented. This will enable sponsors to provide effective oversight of Program integrity, while promoting efficient use of the sponsor’s resources.

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<td>The sponsor is conducting an unannounced monitoring review of a facility and observes a block claim in the facility’s meal/menu records and the sponsor is able to determine and document that a valid reason exists for the block claim.</td>
<td>The sponsor will be exempt from conducting the follow up monitoring review normally required within 60 days of receiving the block claim, for the remainder of the facility’s current monitoring review cycle.</td>
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This guidance only applies to those situations where the sponsor or sponsor monitor determines the cause of a block claim during an unannounced monitoring review conducted prior to the facility’s first submission of a block claim during their current monitoring review cycle.

Reminder

If a sponsor receives a meal count/claim from a facility that includes a block claim, the cause of which has NOT been determined prior to its submission, the sponsor must conduct an unannounced monitoring review of the facility within 60 days of receiving the block claim.

Adverse Action

Failure to properly monitor program operations is a serious deficiency. See Policy Alert CACFP-CCC 2003-09, Serious Deficiency Process for Participating Contractors, for more information on the Serious Deficiency Process.

Authority

United States Department of Agriculture (USDA) Correspondence 2005-CACFP-04, USDA CACFP Policy #03-05, USDA Correspondence 2006-CACFP-13, and USDA CACFP Policy 12-2006.

Contact

If you have any questions please contact your Area Program Office.