POLICY ALERT

Date: February 2, 2011

Reference: # CACFP DCH 2011-03

To: Child and Adult Care Food Program Day Care Homes (CACFP DCH) Sponsors

Subject: Elimination of the Block Claim Edit Check

Effective Date: October 1, 2010

Purpose

- **REPLACE** CACFP DCH Handbook Item 4342, Meal Edit Checks
- **REPLACE** Form H1607, Monitor Review and Instructions

All other references to block claims in the handbook will be removed during the regular handbook revision.

Background

Previously, sponsors were required to use an edit check designed to detect block claims submitted by facilities and conduct an unannounced review within 60 days of receiving the block claim to determine the validity of the claim.

The Healthy, Hunger-Free Kids Act of 2010 (the Act), Public Law 111-296, signed into law on December 13, 2010 eliminated the requirement for edit checks to detect block claims and the follow-up reviews required when a block claim was detected.

Implementation

This provision is effective with claims and reviews beginning October 1, 2010 and forward.

Procedure

**Replace Item 4342 with the following:**

Sponsors must use monthly edit checks to review meal counts submitted by each provider to ensure the accuracy of the sponsor’s monthly claim.

The edit checks will:

- Check that providers are reimbursed only for approved meal types.
- Check that providers are not reimbursed for more meals than they could have served during the claiming period.

Edit checks can reveal problems with providers’ meal data that need to be resolved before the sponsor submits their aggregated claim to FND. A failed edit check must always result in further investigation or follow-up by the sponsor.

continued

This Policy Remains in Effect Until Further Notice
The edit checks required are:

- **Approved Meal Types:** Compare the meal types claimed to the meal types for which the provider has been approved. This basic edit check can detect obvious claiming errors. It ensures, for example, that a provider approved to serve breakfast, lunch and PM snacks does not receive reimbursement for AM snacks and suppers.

You must follow your own procedures for handling invalid documentation submitted by a provider. However, all meal types claimed that are not approved must be disallowed. You may not retroactively amend the approved meal types in order to reimburse the provider for those meals already claimed (see Item 4321, Amendments to Forms H1537 and H1542).

- **Maximum Number of Meals:** Identifies the total reported counts that exceed the maximum number of meals that a provider could claim. This maximum number equals the provider’s total enrollment, times the number of approved meal types, times the number of operating days in the claiming period.

**EXAMPLE:** If a provider has 6 children enrolled for 20 operating days, and serves breakfast, AM snack and lunch, the provider can claim a maximum of 120 for each meal type, and a maximum of 360 total meals (6 x 20 x 3 = 360).

When you prepare a consolidated claim, each provider’s total meals/snacks reported must be compared with the provider’s enrollment figure for that month. You must develop a procedure to ensure that you are using the most current information on enrollment for the claim month to conduct this edit check.

If the meals/snacks count reported for reimbursement fails the maximum number of meals edit check, you must follow up with a more complete review to determine whether the meal count is accurate. If the meal count is incorrect, follow your own procedures for handling inaccurate meal counts.

**Note:** Although block claim edit checks are no longer required, sponsors may continue to perform edit checks to identify block claiming as a first alert to potential training or claiming concerns.

**Form H1607 and Instructions**

Sponsors may use their existing supply of Forms H1607, however effective with the date of this policy alert only the revised Form H1607 and instructions (revision date January 2011) will be available on-line.

**Contact**

If you have any questions please contact your Community Operations office.