POLICY ALERT

Date: February 2, 2011
Reference: # CACFP CCC 2011-02
To: Child and Adult Care Food Program Child Care Center (CACFP CCC) Contractors
Subject: Elimination of the Block Claim Edit Check
Effective Date: October 1, 2010

APPLIES TO SPONSORING ORGANIZATIONS ONLY

Purpose

REPLACE CACFP CCC Handbook Item 4343, Meal Edit Checks
REPLACE Form H1606, 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 4343 with the following:

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

The edit checks will:

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

Edit checks can reveal problems with facilities’ 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
Procedure continued

The edit checks required are:

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

  **FOLLOW-UP ACTION**: You must follow your own procedures for handling invalid documentation submitted by a facility. However, all meal types claimed that are not approved must be disallowed. For example, you could contact the facility to determine if an amendment should be submitted to change the approved meal types. You may not retroactively amend the approved meal types in order to reimburse the facility for those meals already claimed.

- **Maximum Number of Meals Edit Check**: Identifies the total reported counts that exceed the maximum number of meals that a facility could claim in a month. This maximum number equals the facility’s total enrollment, times the maximum number of approved meals that can be claimed per child (3), times the number of operating days in the claiming period.

  **EXAMPLE**: If a center has 50 children enrolled and serves breakfast, AM snack and lunch for 20 operating days, it can claim a maximum of 1,000 for each meal type, and a maximum of 3,000 total meals; 50 enrolled X 3 meal types X 20 operating dates = 3,000 maximum total meals that can be claimed for the month.

  When the SO prepares a consolidated claim, each facility’s total meals/snacks reported must be compared with the facility’s enrollment figure for that month. The sponsor must develop a procedure to ensure that it’s using the most current information on enrollment for the claim month to conduct this edit check.

  **NOTE**: Outside Afterschool School Care Centers, At-risk Afterschool Snack programs and emergency shelters are not required to maintain enrollment forms. Use the attendance or other appropriate number in place of the enrollment number.

  **FOLLOW-UP ACTION**: 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.
<table>
<thead>
<tr>
<th>Procedure continued</th>
<th>Form H1606 and Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Sponsors may use their existing supply of Forms H1606, however effective with the date of this policy alert only the revised Form H1606 and instructions (revision date January 2011) will be available on-line.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>If you have any questions please contact your Community Operations office.</td>
</tr>
</tbody>
</table>