Five Most Common Findings Areas
2012-2013 CACFP Reviews
This presentation provides information on the five most common types of findings identified during administrative and site reviews conducted in 2012 and 2013. Knowing about these common errors can help you change your procedures so that you won’t make the same mistakes. Making the changes to prevent the errors will help you receive full reimbursement for providing healthy meals and snacks.
#5 Fiscal Responsibility

Allowable Expenses

- Purchasing items or claiming expenses which are not allowable
- Not operating within the approved annual amount for each item on the submitted budget

TDA could take the following actions:
- Require a refund of unallowable expenses or costs
- Disallow meals
- Place you in serious deficiency
CE purchased or recorded unallowable expenses

• Non-food purchases
  – Rug
  – Scented wipes
  – Games
  – Toys
  – Hosiery
  – Toilet paper
Claiming expenses not on approved budget

• Additional salaries
• Salary exceeding the approved budget
• Building remodeling
• Truck payments
No receipts to support food expenses
#4 Meal Production Records

- Incorrect or incomplete meal production records
- Prepared (ing) insufficient quantities of food
- Required meal components not recorded on meal production records

Effect on claim: TDA will disallow meals
Incomplete Food Item Record

• The specific type of milk served
  – 1% or skim milk for children 2+ years
• Percentage of real fruit juice in juice drinks
• Brand of infant formula
• Type of cut (sliced, diced, etc) for fruits or vegetables
Errors in Quantity of Food Item

- Quantities must be recorded in measurable units (grams, ounces, or pounds)
- Number of slices of bread or number of tortillas is not acceptable
Required meal components were not served

- Meat, fruit or vegetable component was short for number of meals prepared
- Meal production record did not include a meat, fruit, vegetable, or grain component
Snacks served to infants (8-11 months old) did not include crusty bread.
Children 2+ years did not receive 1% or skim milk.
#3 – Eligibility Determination

- Participants placed in wrong eligibility category
- Required fields were not completed on Income Eligibility Form
- Income Eligibility Form was not submitted for all claimed participants

**Effect on claim:** TDA will change a free or reduced-price meal claim to a paid when documentation is missing or incomplete. A for-profit care center could fall below the 25% F/RP level to be eligible to claim for the month.
Reviewer could not validate the number of participants in each eligibility category

CE claimed ineligible participants or did not claim all eligible participants
Participants incorrectly categorized based on income

Common Examples
Eligibility Forms Problems

• Missing, incomplete or outdated forms
• Case number was not included
• Missing information
  – TANS, SNAP or FDPIR number
  – Frequency of income
  – Last 4 digits of social security number of adult signing the form
#2 – Meal Count and Attendance Records

- Previously claimed meals were not supported by daily meal count and attendance records

**Effect on claim:** TDA will disallow meals if CE claims too many participants. On the other hand, TDA cannot grant reimbursement for unclaimed participants.
Reviewer could not validate the number of meals served or claimed
Incorrectly counting number of meals

Common Examples
Math errors were made when adding the number of meals

\[
\begin{array}{c}
28 \\
+29 \\
+31 \\
\hline
79
\end{array}
\]
Mistakes in transferring data from the form to the TX-UNPS claims screen
#1 Mistake – Enrollment Records

The mistakes made most often:

- Meals claimed for participants whose enrollment records were expired or missing required information
- Enrollment count not validated by reviewer

Effect on claim: TDA will disallow meals
Paperwork

• Missing enrollment forms

• Missing information on enrollment forms
  – Date
  – Age
  – Type of meal(s)
  – Days and hours of care
  – Parent’s signature

Common Examples
Everyone counts....

- Not all participants counted
- “Drop-ins” not added

How many children are there?

Common Examples
Everyone counts... if present

- Don’t count withdrawn children
Babies can count!

- Count infants even if parents provide formula
Solutions

• Using an additional staff member to verify records are complete and eligibility has been determined correctly.

• Obtaining updated eligibility and enrollment forms at the same time each year.
Use that calculator

Reduce math errors –

Errors can mean less reimbursement
Update enrollment forms every year