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Residential Child Care Institutions

Public Announcement

Residential Child Care Institutions (RCCIs) are exempt from the public announcement requirement.

Policy Statement for Free and Reduced-Price Meals

RCCIs are required to submit and maintain a policy statement for free and reduced-price meals, even if they operate a program that does not charge separately for meals. For information regarding the policy statement for free and reduced-price meals, refer to Section 2, Application and Agreement/Renewal, of the Administrator's Reference Manual (ARM).

Eligibility

An institutionalized child in an RCCI is considered a one-person household since the child is not living with an actual household as an economic unit. RCCIs are not required to obtain an application or signature from an adult household member to receive free or reduced-price meals on behalf of a child in the residence at the RCCI. The RCCI must document the child's income and eligibility status in the child's case file and on the master list. The RCCI may utilize the master list in lieu of the free and reduced-price school meals application.

Children who reside in an RCCI but attend public schools must submit an application to be determined eligible to receive free or reduced-price meals at the public school. RCCIs complete the school's free and reduced-price school meals application on behalf of the child. The RCCI director or designated official signs the free and reduced-price school meals application as the adult household member for the child. In lieu of the free and reduced-price school meals application, the RCCI may complete one master list for each school, signed by the director or designated official.

If an RCCI has children who are enrolled to attend the RCCI during the day but do not reside at the RCCI, the RCCI must obtain a free and reduced-price school meals application from the child's household.

Do not count income or payments from any source received directly by the institution on the child's behalf. This includes court-ordered child support from the parent and/or guardian.

The following income the child receives should be counted:

- Trust funds or oil interest monies;
- Social security death benefits or military allotments; or
- Regular earnings from full or part-time employment.

The child may spend the above income that is counted for hygiene and snack items from the canteen or other store in the RCCI, purchase phone minutes, stamps and order such items as books and shoes or any other item the RCCI allows. The child may also begin paying court ordered restitution or fees and shop for other needs that they may have as a part of community re-entry.

Maintaining a Master List

RCCIs must either maintain an application on each child in residence, or develop and maintain a Master List that includes the following information:

- The child’s name and eligibility category;
- Each child’s personal income and frequency with which the income is received;
- Entrance, approval and exit dates for each child;
- The approving official’s signature; and
- The child’s date of birth.

The RCCI must update each child’s information on the Master List annually and/or when the child exits the facility either physically or by reaching the age of 21.

Master Lists do not have to be paper lists. The Master List may be maintained electronically and available for the Coordinated Review Effort (CRE) review. RCCIs must enroll new students onto the Master List as soon as possible after they enter the RCCI in order for to count those meals to be claimed. Meals served to students not listed on the Master List must not be claimed for reimbursement.

Example of a Master List:

Child’s Name	Date of Birth	Enter	Approved	Income	Frequency	Category	Exit
Smith, Joe	5/4/1989	6/1/2007	6/1/2007			Free	
Ngyen, Le	11/5/1992	4/16/2006	4/16/2006			Free	
Lusby, Arnie	2/5/1990	2/25/2007	2/25/2007	\$275.00	Monthly	Free	
Nunez, Ted	6/20/1986	1/15/2006	1/16/2006			Free	6/20/2007*

*The exit column denotes the date a child becomes ineligible for the NSLP and SBP by virtue of age or by physically leaving the facility. In Ted Nunez's case above, his 21st birthday made him ineligible as of midnight on 6/20/2007. While the facility will provide meals to him after that date, none of his meals can be claimed for reimbursement after 6/19/2007.

Age Limitations in RCCIs

The age limit for claiming meals in the NSLP and SBP for children enrolled in an RCCI is up to 21 chronological years of age. Meals may not be claimed for persons residing in an RCCI who are 21 years of age or older. Therefore, RCCIs can only claim meal reimbursements through 20 years of age for the following categories of children:

- Children residing at the RCCI;
- Children residing at the RCCI and enrolled in the RCCI's day school component; and
- Children not residing at the RCCI but are enrolled in the RCCI's day school component.

Age Limitations for Children's Meals in Emergency Shelters

An emergency shelter is a public or private nonprofit organization or site that provides temporary shelter and food services to homeless children, including an RCCI that serves a distinct group of homeless children who are not enrolled in the RCCI's regular program. An RCCI may apply to participate in the Child and Adult Care Food Program (CACFP) as an emergency shelter, but only if it serves a distinct group of homeless children who are **not** enrolled in the RCCI's regular program.

An RCCI may serve CACFP meals to children 18 years old or younger who are homeless and seeking shelter with or without their families. The RCCI must ensure that they claim reimbursement only for meals that meet program requirements and maintain separate records for each program in which they operate. To improve the nutrition and satisfy the hunger of adolescent boys and girls, RCCIs may need to serve additional foods and larger portions to children ages 13 through 18.

For questions regarding the CACFP, contact (877) TEX-MEAL (839-6325).

For additional information regarding eligibility in the NSLP and SBP refer to Section 4, Determining Eligibility of the ARM.

Verification

RCCIs are exempt from the requirement to verify applications, except in the case where an RCCI has children who are only enrolled to attend school during the day, but do not reside at the RCCI. For those children who are only enrolled to attend school during the day, the RCCI will need to verify the information on the free and reduced-price school meals application.

For RCCIs with day students refer to Section 6, Verification, of the ARM for additional information.

Meal Service

RCCIs are encouraged to establish meal periods that are long enough to enable children to fully consume their meal and to provide an environment that is conducive to eating those meals. It is believed that the benefits derived from schools meals depend to a large extent on the environment in which they are served. Therefore, RCCIs are encouraged to give children sufficient time and a conducive atmosphere to eat school meals and maximize nutritional and social benefits.

RCCIs may be reimbursed for meals served on weekends as long as they meet meal pattern requirements.

Afterschool Care Program (ASCP)

RCCIs may claim afterschool snacks served in the afterschool care program (ASCP). RCCIs may not claim reimbursement for snacks served on weekends, holidays or vacation periods unless the snack is served during an activity that takes place after an education activity that is to be determined to be an integral part of the curriculum.

Menu Planning

RCCIs are required to plan meals according to the menu planning methods outlined in the following Sections of the ARM:

- Section 8, Breakfast;
- Section 9, Lunch;
- Section 10, Afterschool Snack;
- Section 11, Infant Feeding; and
- Section 12, Seamless Summer Option.

Food Production Records

RCCIs are required to maintain food production records for all meal services being claimed for reimbursement. For additional information regarding food production records, refer to the above sections of the ARM.

Family Style Meal Service

RCCIs may serve meals family style. In order to claim these meals for reimbursement, RCCIs must meet the following conditions:

- Enough food must be placed on the table in serving bowls to allow each child to receive the required minimum portion of each component and to accommodate the servings for the supervising adult(s) if they eat with the children.
- Each child must be initially **offered** the full required minimum portion of each component.
- If the child does not take the entire minimum portion, the supervising adult(s) should encourage the child to take the required portion of the item during the course of the meal.

Do not force or require the child to take any of the meal items. Consider the meal reimbursable if the above conditions are satisfied.

Offer Versus Serve

Offer versus Serve is optional in RCCIs for the lunch meal service regardless of the age of children served.

Point of Service

Some RCCIs have what is considered a “cottage system” in which the children live and eat in individual homes or cottages.

In these settings, children are typically fed using the family style meal service. In family style meal service, meal counts are taken at the table (the point of service) by the supervising adult(s).

A list with names of the children must be used in each cottage. Each name must be checked off as children take a reimbursable meal. Meals may not be claimed by the number of children living in the cottage.

Meals Served to Continuous School Calendar Students

Many RCCIs operate on a continuous school calendar. RCCIs may **not** claim reimbursement for any meals served to students on a continuous school calendar who are on vacation.

Meals Served to Children of RCCI Staff

RCCIs may not claim reimbursement for meals served to children of staff of the RCCI unless:

- The children are actually enrolled in the RCCI program and in residence; and
- Documentation is kept on file.

Meals Served to RCCI Staff

RCCI staff on duty during meal service, including those performing the counting and claiming process and supervising the meal service, may be served at no charge. The RCCI must pay the Child Nutrition Program account for meals served to staff that are not involved directly with or supervising the meal service.

For additional information regarding adult meal pricing, refer to Section 15, Meal Pricing, of the ARM.

Food Service Management Companies (FSMC)

RCCIs utilizing food service management companies must adhere to the policies outlined in Section 22, Food Service Management Companies of the ARM.

Student-Parent Involvement

The nature of some RCCIs make it difficult to incorporate student-parent involvement in the NSLP and SBP. RCCIs are encouraged, to the maximum extent possible, to include students and parents in the operation of the NSLP and SBP.

Claims for Reimbursement

Attendance in RCCIs

Total monthly attendance is based on the number of children who are enrolled at the RCCI during the month.

RCCIs may have populations that remain constant over time or have very little fluctuation in the number of children who are present at any given time. RCCIs may have a child exit the RCCI in the morning and have another child replace the previous child later in the same day.

For additional information regarding claims for reimbursement refer to Section 7, Counting and Claiming of this manual.

Refer to the example on the next page for attendance in RCCIs.

If ...	Then the RCCI should...
a child is present during entire month in RCCI,	count the child as having been in attendance every day that month, whether the child eats every day or not.
a child is present four days in a month and exits on the fourth day,	count the child as having been in attendance the four days leading up to and including the day of exit.
child A is present four days in a month but exits on the fourth day and is replaced by Child B on the fourth day,	count Child A as having been in attendance the four days and also count Child B as in attendance on the day of arrival (or date as entered on Master List) and any subsequent days Child B is present in the RCCI.
a child present the first two days of a month, exits and then returns to the RCCI and is present for the last five days of the month,	count the child the first two days of the month as well as the last five days of the month.
<p>Example: January 1, 2009, there are 100 children in an RCCI. January 10, 2009, 10 children exit the RCCI and later that day 10 more children arrive and are admitted. January 25, 2009, five children exit the RCCI and later that day, five more children arrive and are admitted.</p> <p>The RCCI's attendance count for the month of January 2009 is as follows:</p> <p>January 1, 2009 through January 10, 2009 (10 days) = 100 children per day plus the 10 new children who arrived on January 10, 2009.</p> <p>January 11, 2009 through January 25, 2009 (15 days) = 100 children per day plus the five new children who arrived on January 25, 2009.</p> <p>January 26, 2009 through January 31, 2009 (6 days) = 100 children per day.</p> <p>10 days x 100 = 1,000, plus 10 (new arrivals) = 1,010 15 days x 100 = 1,500, plus 5 (new arrivals) = 1,505 6 days x 100 = 600</p> <p>1,010 + 1,505 + 600 = 3,115 (the total monthly attendance for January 2009).</p>	