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SAMPLE POLICY & PROCEDURE FOR SPONSORS OF FAMILY DAY CARE HOMES & CENTERS

Purpose and Procedure for the 5-Day Reconciliation of Meal Count Policy

Policy: A reconciliation of meal counts for five consecutive days during the current and/or prior claiming period must be included as part of each monitoring review of a sponsored center or family day care home.

Purpose: The purpose of this policy is to assist in the determination of accurate submitted meal counts.

Procedure:

- 1) To prepare for the monitoring visit:
 - Review facility enrollment forms
 - Review previous monitoring visits and meal counts for past corrective actions or patterns or irregularity
 - Check for approved meal types
- 2) Upon arrival at the facility check:
 - That enrollment forms are up to date
 - The meal counts for the current week do not exceed capacity
 - Only approved meals are being claimed for
- 3) Select five day period to reconcile meal counts:
 - FDCHs – reconcile meal for all enrolled children
 - CCCs – base the reconciliation of meals on a random sample of enrolled children that equals at least 10 percent of the number of children enrolled, with a minimum of five children's records being reconciled in sponsored centers with 50 or fewer enrolled children
- 4) For each review day examined:
 - Compare the information on the Child Enrollment Forms (days of week in attendance, hours in attendance, and meals in attendance) to actual meals claimed for each enrollee for the 5 day period
 - Record all inconsistencies
- 5) Compare the results of the analysis to attendance records for the same 5 day period. Record all inconsistencies.

- Note: If no enrollment forms are required (as in at-risk programs, and in some OSHCCs and shelters) reconcile meal counts to attendance records only.
- 6) If no discrepancies are found note this on the monitoring review form.
 - 7) If discrepancies are noted, attempt to reconcile the differences and establish whether an over-claim has occurred. A partial list of methods to reconcile discrepancies include:
 - Provider/staff interview Broadening the scope of the reconciliation period Subsequent unannounced visit
 - 8) If the meal counts are found to be inaccurate, establish the over-claim:
 - Deny only the invalid portion of the claim
 - Evaluate the severity and frequency of the problem
 - Initiate a plan of corrective action. Examples include, but are not limited to; guidance, training, written plans of correction and/or policies, serious deficiency, random household contacts, unannounced reviews, more frequent reviews, submission of attendance docs
 - Document the findings on the monitoring review form and inform the facility in writing
 - Follow up during next monitoring visit

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