

Institution Responsibilities

Family Day Care Home Sponsors



Responsibilities

- Planning and Preparing
- Assessing previous reviews
- Ensuring required documentation and records:
 - Licensing or approval
 - Number of meals served by type
 - Menus
 - Attendance records
 - Complete and current enrollment forms
- Annual Training for Monitors

Responsibilities

- Reconciling Discrepancies
- Five-Day Reconciliation
- Corrective Action for problems
- Completing reports of reviews
- Conducting training
- Ensuring compliance with health and safety and child/staff ratio requirements
- Conducting follow-up reviews if necessary
- Civil Rights compliance

Staffing & Training

- Staffing
 - Adequate supervisory and operational personnel
 - 1 full-time staff person for every 50 – 150 sponsored homes
 - Annual training
 - Overall program operations
 - Monitoring techniques

Frequency & Types of Reviews

- Annual Reviews
 - 3 times/year
 - 2 unannounced
 - At least 1 unannounced meal observation
 - No more than 6 months apart
 - Irregular Scheduling
- Pre approval visits
 - Program benefits and requirements

Frequency & Types of Reviews

- New Facilities
 - At least once during the first 4 weeks of program operations
- Meal Service Review
 - At least one of the unannounced reviews must observe a meal service
- Follow-Up Review
 - Ensure any problems found during a previous review have been permanently corrected

Review Elements

- Progress on past problems
 - Is corrective action being fully implemented?
- Overall program operations
- Five-Day Reconciliation
 - Compare meal counts with enrollment and attendance records for a consecutive five day operating period during the current or previous claiming month

5 Day Reconciliation

EXAMPLE CHART 1: Provider FDCH Attendance Record

Provider Name			Month/Year			Number of Operating Days/Week	
Licensed Capacity							
	Enrollment		Attendance				
Child Names:	Day(s) attended	Time	Day 1	Day 2	Day 3	Day 4	Day 5
#1 Lewis B	M-F	8am-5pm	1		1	1	1
#2 Sally L	M-F	8am-5pm	1	1	1		
#3 Leo M	M-F	8am-5pm	1	1	1	1	1
#4 Sam P	M-F	8am-5pm	1	1	1	1	1
#5 Betty P	M-F	noon-6pm		1	1	1	1
#6	M-F	noon-6pm		1	1	1	1
#7							
#8							
Total			4	5	6	5	5

5 Day Reconciliation

EXAMPLE CHART 2: Meal Counts						
	Breakfast	AM Snack	Lunch	PM Snack	Supper	Evening Snack
Day 1	4	4	4			
Day 2	4	4	6		2	
Day 3	4	4	6		2	
Day 4	3	3	5		2	
Day 5	4	4	6		2	
Total	19	19	27	0	8	0

After the Review

- Continue conversation with the provider
 - Notify day care home of necessary corrective action
 - If seriously deficient, notify day care home and the State Agency of deficiencies

After the Review

- Sponsor follow-up with monitor
 - Spot check for quality
 - Include monitoring work in one-on-one meetings
 - Address discrepancies

Review Concerns/Discrepancies

- Provider not at home
- Submission of false information
- Parent complaints
- Inadequate maintenance of enrollment, attendance, or meal count records
- Claiming over licensed capacity
- Claiming unapproved meals

Provider Recordkeeping

Which records are Sponsors required to maintain?

- Current licenses
- Monthly Menus
- Enrollment Forms for each child
- Daily attendance records
- Daily number of meals, by type, served

***Records must be kept for three years. Hard copy or electronic format is acceptable.**

Recordkeeping: Enrollment Forms

- At the time of enrollment, a record must be created for each child
 - Signed by parent or guardian
 - Updated and signed annually
 - For Provider's own enrolled children
- Enrollment form must include:
 - Child's name and date of birth
 - Hours and days of child care
 - Meals to be served
 - Race and Ethnicity
 - Other useful information (child's address, home telephone number, work telephone number for guardian, emergency contact)

Recordkeeping: Daily Attendance and Meal Counts

- Daily attendance records should also capture the days and times the child is in care
 - DC's Child Care licensing regulations require actual sign in/out sheets (date, time, parent/guardian signature)
 - Accuracy is key!
- Daily meal count records must reflect the number of meals served to enrolled children each day
 - Point-of-service Meal Counts are **not** required for FDCHs, but meal counts must be recorded daily (by the end of the day)

Recordkeeping: Daily Attendance

<u>SAMPLE:</u> Provider FDCH Attendance Record							
Provider Name		Month/Year		Number of Operating Days/Week			
Licensed Capacity							
	Enrollment		Attendance				
Child Names:	Day(s) attended	Time	Day 1	Day 2	Day 3	Day 4	Day 5
#1							
#2							
#3							
#4							
#5							
#6							
#7							
#8							
Total							

Recordkeeping: Daily Meal Count Records

SAMPLE: Provider FDCH Meal Count Record

Provider Name								Month /Year								Number of Operating Days/Week						
Meal Service Time																						
<u>B</u> reakfast:			<u>A</u> M Snack:				<u>L</u> unch:				<u>P</u> M Snack:				<u>S</u> upper:			<u>E</u> vening Snack:				
Enrolled Children	Name				Age				Name				Age				Name					Age
Date	A*	B	A	L	P	S	E	A*	B	A	L	P	S	E	A*	B	A	L	P	S	E	
1																						
2																						
3																						
4																						
5																						
Total																						
	A*	B	A	L	P	S	E	A*	B	A	L	P	S	E	A*	B	A	L	P	S	E	

A* = Attendance

Recordkeeping: Daily Menu Records

- Daily menu records must be kept for all enrolled children and infants
 - List all food components, for each type of meal to be served
 - Include substitutions or modifications where needed
 - Specify date(s) of service (month, day, and year)
 - Must be available for all parents/guardians to see

Training Requirements

- Training is vital to successful Program operation
 - Sponsors must train FDCH Providers on all Program duties and responsibilities (prior to starting operation and annually thereafter)
 - Ask questions to ensure a high level of understanding; make yourself available for technical assistance
 - Document trainings using the Training Documentation Form (identify which topics were discussed)
 - Assess comprehension during Reviews; ask if a particular training or additional materials are needed; track those in need of annual training

Training Requirements

- Training Topics:
 - ✓ Food Service Procedures (purchasing, storage, preparation, and serving meals)
 - ✓ Recordkeeping Requirements
 - ✓ Civil Rights (data collection, public notification systems, reasonable accommodations for persons with disabilities, requirements for language assistance, and customer service)

Questions? Comments?



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