FY19 Orchard Application Training

Child and Adult Care Food Program

August 2018

Agenda

- Ice Breaker

- Application Process

- Performance Standards for Renewing Institutions

- VCA Application Requirements

- Orchard System Navigation

- Wrap Up and Reminders

- Questions & Answers

Whose Job is it Anyway?

1. Who is the Authorized Representative at your institution?
2. Who plans the menu and ensures it meets the meal pattern requirements?
3. Who submits the monthly claim for reimbursement?
4. Who determines the reimbursement category of each Income Eligibility Statements (IES), based on the information reported by the parent/guardian?
5. Who is responsible for attending Orchard and/or annual training?
6. Who vets your application for completion and accuracy prior to submission?

Whose Job Is It Anyway – Answers:

1. The individual who is assumes ultimate fiscal and administrative responsibility for the program; named the responsible principal when declared seriously deficient. Titles include Executive Director, Center Director, Owner, Military commander, or President of the Board of Directors.

2. This individual must be employed or contracted by the institution, i.e., the cook, food service manager, Center director. If your institution has a FSMC, it is still ultimately the responsibility of institution to ensure all menus are compliant with the meal pattern.

3. This individual may have the title financial manager, operations specialist, Center director, or owner.

4. This individual may have the title admission coordinator, compliance manager/associate, Center director, deputy director.

5. This individual may have the title Center director, program manager, food service coordinator, nutrition specialist, owner, or Military commander. In the Orchard application, this person is listed as the primary contact, official designee, authorized signer, and/or Authorized representative.

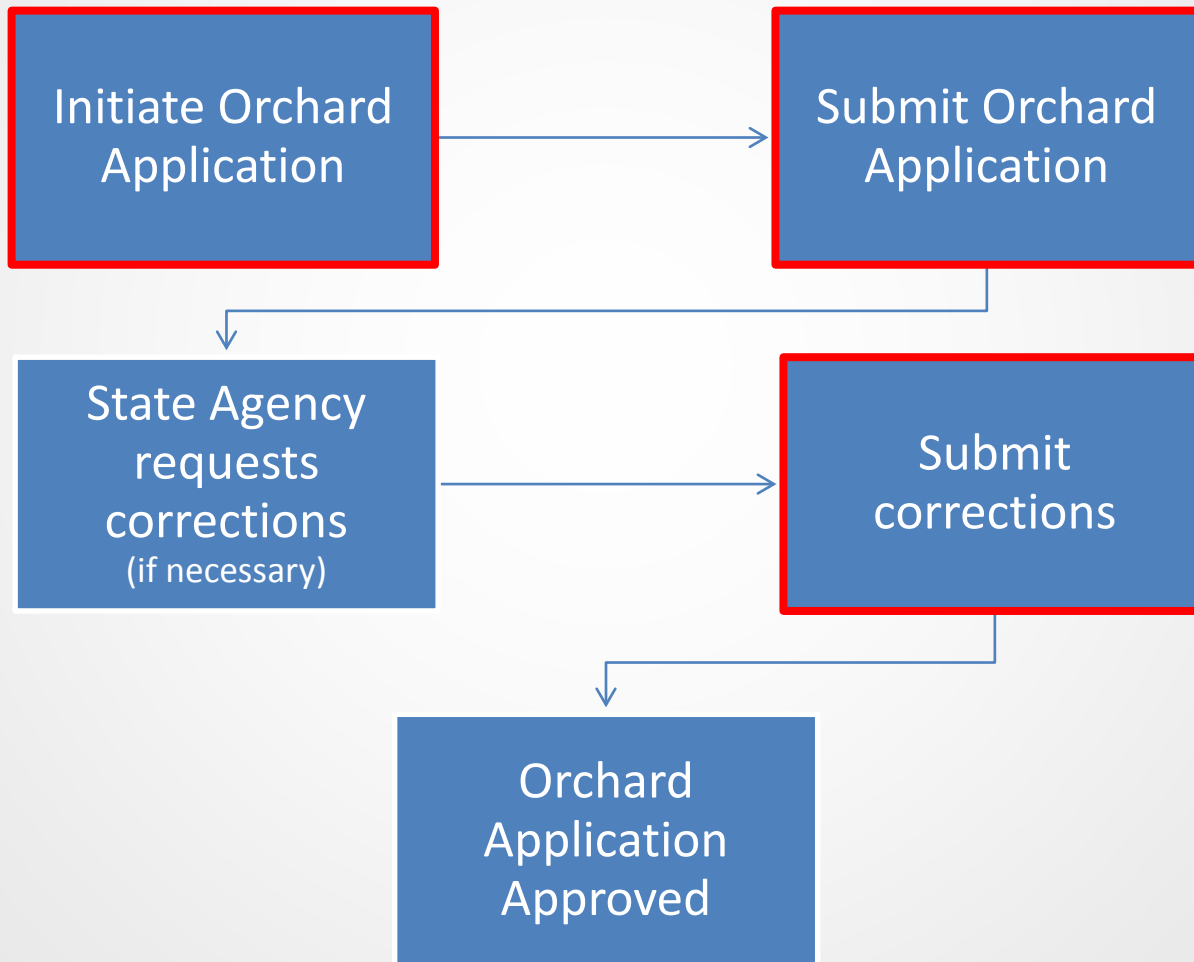6. The Authorized Representative.

Application Process

Application Process

- **USDA requires organizations to maintain a current and accurate application** at all times during the program year (October 1st through September 30th).
  - In other words, an organization must update the State Agency anytime there is a change in its program operations that impacts its CACFP application. In D.C., these updates must be submitted through Orchard.
- **All organizations must annually** update their budget, licensing information, and certifications.
- **On a triennial basis, all organizations must submit a full application**, including most of the elements required for a new application.
  - FY18 was a **full** re-application year
  - FY19 and FY20 will be **renewal** application update years
  - FY21 will be a **full** re-application year

Application Process

Getting to Approval

Initiate Orchard Application → Submit Orchard Application

Submit Orchard Application → State Agency requests corrections (if necessary)

State Agency requests corrections (if necessary) → Submit corrections

Submit corrections → Orchard Application Approved

Annual Application Submission Timeline & Impact on Permanent Agreement

- "Renewal" applications will always be due in September.

- Failure to submit an application by November 1st will result in the SA proposing to terminate the Permanent Agreement for Convenience.

- Failure to respond to requests for corrections by December 1st will result in the SA proposing to terminate the Permanent Agreement for Convenience.

- Failure to submit a complete and valid application by January 1st will result in the SA terminating the Permanent Agreement and not paying any claims for the fiscal year.

An organization is able to receive payment for a fiscal year's claims once that fiscal year's application is approved. (7 CFR § 226.15(b)) Organizations have the right to appeal denial of claims payment.

*State Agency must pay valid claims within 45 days of receipt.

Performance Standards

Performance Standards for Renewing Institutions
7 CFR §226.6 (b)(2)(vii)(A-B)

- Demonstrate **VCA**:
  - Financial **V**iability and financial management
  - Administrative **C**apability
  - Program **A**ccountability

- Verify **VCA**:
  - Supporting documentation
  - Internal policies and procedures

- Demonstrate adequate financial resources
  - Audits
  - Financial Statements

- Budget: necessary, reasonable, and allowable (FNS 796-2 rev. 4)
  - Institution income
  - Estimated costs of food service operations (food, non-food supplies, administrative labor, and food service labor)
  - Estimated costs of Institution operations
  - Allocations

- Financial Management
  - Budget Narrative: description of need
  - Procurement Procedures: appropriate practices for retaining goods and services

Administrative Capability

- Adequate and qualified staff
  - Program administrators
  - Oversight of duties

- Written program policies and procedures
  - Assigned Program responsibilities and duties
  - Ensure compliance with civil rights requirements (FNS 113-1)
  - Standard Operating Procedures (SOPs)
  - Filing systems and record storage

Program Accountability

- Governing board of directors (non-profit) or Institution structure (for-profit and/or sole proprietorship) to provide oversight.

- Financial accountability
  - Management system with controls to ensure integrity and safeguard Federal and local reimbursements

- Recordkeeping

- Meal service and other operational requirements
  - Food preparation
  - Menus that meet the meal patterns
  - Licensure (CDC license, fire inspection, other local approvals)
  - Health and safety (DOH Food Safety Manager's certificate)
  - Staff training
  - Edit checks (claim only eligible meals)

VCA Application Requirements

- Management Plan

- Certification Statements
  - Institution Primary Contact
  - Institutions participating in the At-Risk Meal Program
  - Certification of VCA
  - Institution Authorized Representative
  - National Disqualification List
  - Ineligible for other publicly funded programs and/or Child Nutrition Programs
  - Criminal convictions

- Certification of truth of application

VCA Application Requirements

- Submission of dates of birth and addresses of responsible principals and individuals
  - Authorized Representative
  - Official Designee
  - Primary Contact
  - Board Chair

The State Agency uses dates of birth and home addresses to verify that key individuals are eligible to participate in CACFP.

System for Award Management (SAM) Registration

https://sam.gov

- The System for Award Management (SAM) is an official website of the U.S. government.

- There is no cost to use SAM. You can use this site for FREE to:
  - Register to do business with the U.S. government
  - Update or renew your entity registration
  - Check status of an entity registration
  - Search for entity registration and exclusion records

- SAM registration must be renewed annually

Orchard

No change:

- Launching and logging into Orchard
- Data entry in user interface (UI)
- Document uploads
- Site Directory
- Documents and Templates

Enhancements:

- Carry forward from previous year's application
- User-friendly panels
- Navigational tools
- No Site Information Form (SIF) upload
- No Application error alerts

Getting Started

- Ensure you have valid credentials.

- Review last year's application.

- Download required documents and templates before initiating the FY19 Application.

  – Get the appropriate signatures of all responsible principals and individuals.

  – Complete the appropriate budget for the institution's program type(s).

  – Document uploads must be in PDF, Excel, or zip file formats.

- Obtain copies of newly issued licenses and credentials.

  – SAM registration expiration date

  – CDC license, fire inspection, etc.

  – DOH Food Safety Manager's certificate

- Compile copies of supporting documentation.

  – Menus, Letter to Household, training documentation, etc.

Orchard Walk Through

https://orchard.osse.dc.gov

Wrap Up

Resources and Help

Child and Adult Care Food Program / Summer Food Service Program Contacts

Suzanne Henley, Program Manager
(202) 654-6118
Suzanne.Henley@dc.gov

Elisabeth Sweeting, Program Coordinator - Summer Food Service Program
(202) 724-7628
Elisabeth.Sweeting@dc.gov

Karyn Kennedy, Program Specialist - Summer Food Service Program
(202) 251-8582
karyn.kennedy@dc.gov

Erica Nelson, Program Specialist
(202) 724-7804
Erica.Nelson@dc.gov

Katrina Florek, Program Specialist
(202) 442-4011
Katrina.florek@dc.gov

Sheena King, Program Specialist
(202) 727-8129
Sheena.king@dc.gov

Orchard Technical Assistance

Autumn Morgan, System Coordinator - Child Nutrition Program
Autumn.Morgan@dc.gov

Please direct all application and program related questions to your assigned program specialist. All system related inquiries should be directed to osse.orchard@dc.gov.

OSSE Call Center

For technical issues related to these applications please call 202-719-6500. Technicians are standing by Monday through Friday 8 a.m. to 5 p.m. to answer your technical questions.

REMINDERS!

- FY19 Orchard Application must be submitted no later than 5:00 P.M. on **Wednesday, September 26, 2018**!

- Office Hours for Technical Assistance
  - Monday, September 17th: 9:30AM to 12:00PM
  - Wednesday, September 19th: 1:00PM to 4:00PM
  - Thursday, September 20th: 1:00PM to 4:00PM

Thank you!