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MEMO

TO: ALL PROVIDERS

FROM: Shedron Davis, Executive Director

RE: DAILY DOCUMENTATION REQUIREMENT

DATE: 7/2022

This memo is regarding your daily documentation for monthly claim reimbursement. Our recent State Audit Report noted that providers are not documenting daily as required, which has resulted in excessive meal disallowances. We also noted during our unannounced compliance reviews that daycare centers are not documenting daily as required. This has resulted in frustrated provider behavior and disallowances during reviews as required by federal regulations. While providers are expected to comply with program guidance and federal Regulations, Alpha & Omega Nutrition Program, Incorporated is compelled to ensure a high level of program integrity and ethics as we continue to enforce program policies stated below.

Policies Below:

The Tennessee Child and Adult Care Food Program Policies and Procedures Manual (p.10) States that the Childcare provider must keep daily records on attendance, menus and meal counts to support their sponsor organization's meal service claim.

*Stated in your provider agreement, "Daily documentation is required". Title 7 of the code of Federal Regulations, Section 226.18 (g) states, "**Each day care home shall** comply with record keeping requirements established in section 226.10 (c) and in this section, Failure to maintain such records shall be grounds for denial of reimbursement."*

*7 Code of Federal Regulation 226.17 **Childcare Center Provision** Part B ((9)*

*(9) Each childcare center must **maintain daily records** of time-of-service meal counts by type (breakfast, lunch, supper, and snacks) served to enrolled children, and to adults performing labor necessary to the food service.*

(10) Each childcare center must require key staff, as defined by the State agency, to attend Program training prior to the center's participation in the Program, and at least annually thereafter, on content areas established by the State agency.

*(c) Each childcare center **shall comply with the recordkeeping requirements** established in § 226.10(d), in paragraph (b) of this section and, if applicable, in § 226.15(e). **Failure to maintain such records shall be grounds for the denial of reimbursement.***

Effective October 1, 2017, Alpha & Omega Nutrition Program, Incorporated is compelled to perform periodic monthly checks from our office to determine compliance through KidKare software system. This process will ensure providers are compliant with daily documentation of meal counts, attendance, and menus to support claims for reimbursements. Due to documented policies, providers will not be allowed to go back, and document meals not marked daily.

Meals and attendance NOT documented daily is subject to disallowance due to review check and or 5-day reconciliation that correlates with the monitoring review. Increase reimbursement by documenting daily.

TIPS and Menu Notes:

- Keep **KIDKARE OPEN ON** your computer for **daily documentation**, especially during mealtimes.
- **Download the KIDKARE app on your iPhone or Android for mobile on the go use.**
- Serve a whole grain or enriched item daily (**slide Minute Menu meal tab to whole grain**).
- Items not creditable: **Cookies, Fig Newton, Wafers, Donuts, Granola & Cereal bars, Pop Tarts.**
- Fish Sticks and Corn Dog Nuggets serving size must be doubled and **CN LABEL ON FILE.**
- Popcorn (choking hazard) is **not recommended!**

Thank you for your participation and daily compliance!