



Roundtable news

A bimonthly newsletter on nutrition policy and legislation concerning the child and adult care food program

JANUARY 2007

15th ANNUAL CONFERENCE OVER BUT NOT FORGOTTEN



The Roundtable's 15th Annual CACFP Conference in San Diego is over but not forgotten. In all, 435 people came together during the fourth week of October to learn how to make their CACFP programs a little better. They also learned ways to improve their own lives in ways that will help make them more effective as CACFP managers, directors, monitors, and staff. We can still feel the energy. People learned, they networked, they were motivated and empowered to return home and get started on a new future for the CACFP.

There is so much opportunity right now to impact the lives of thousands, if not millions, of young children. Childhood overweight is indeed a crisis of staggering proportions but 435 more people have brought home a message of what they can do and how the CACFP can help. They in turn have access to thousands of child care providers, center staff

See **Conference**, page 2, column 1

Sacramento, January 18, 2007

CHAIR REPORT

Ed Mattson welcomed the Roundtable and gave the following brief introductory remarks and announcements. He thanked Barbara Longo, from NSD for providing the great meeting room.

Vitamin Settlement Update: Ed reported that the Roundtable submitted a proposal recently for a three-year \$300,000 grant. The goals of the grant are to 1) advocate for strong statewide preschool nutrition policy to promote obesity prevention in young children, and 2) develop and implement enhanced nutrition standards and outreach for the CACFP to promote optimal nutrition environments in child care.

See **Chair Report**, page 3, column 1

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and parents. In 2007 CACFP sponsors and institutions will continue implementing program integrity changes brought about by the First and Second Interim Rules. Four hundred and thirty-five more people may find the task a little easier as a result of the work we did.

The theme this year was “Celebrating Fifteen Years: Our Vision Our Future.” First, we wanted to celebrate:

- Fifteen years of successful conferences,
- The fact that we have survived this long under the current climate of suspicion and fear,
- Our original vision of providing nutritious meals to children in licensed child care facilities (all but lost recently), and finally
- Recognize and appreciate the work that CACFP staffs have been doing for so many underappreciated years! Especially honored were the 10 conferees with the most longevity serving in the CACFP. They included:
 1. **Norah Lugo-Sanchez**, Campesinos Unidos, El Centro, CA – 33 years.
 2. **Trudy Adair-Verbais**, Santa Barbara Co. Office of Education, Santa Barbara, CA – 30 years.
 3. **Kim Azevedo**, Kings Community Action Organization, Hanford, CA – 30 years.

MISSION STATEMENT

The mission of the Child Care Food Program Roundtable is to promote health and well-being of children in child care through providing leadership and advocating for enhanced and expanded CCFP.

4. **Doris Fredericks**, CDI/Choices for Children, San Jose, CA – 30 years.
5. **Beth Holtz**, Northcoast Children’s Services, Arcata, CA – 30 years.
6. **Cathy Parker**, Yours for Children, Auburn, MA – 30 years.
7. **Jacque Biavaschi**, 4C’s of Sonoma Co., Santa Rosa, CA – 29 years.
8. **Linda Hartsong**, Valley Oaks Children’s Services, Chico, CA – 29 years.
9. **Dorothy Willingham**, Jefferson Co. Child Development Council, Birmingham, AL – 29 years.
10. **Colleen Kollman**, Catholic Family & Children’s Services, Yakima, WA – 28 years.

Second, we wanted to look to our future which most agree depends upon improved program marketing and advocacy. In prior years we had chosen speakers and workshops with an emphasis on initiating and maintaining legislative contacts. This year we thought maybe we needed to improve the way we relay our message, we tell our stories. Joel ben Izzy, a renowned storyteller gave the keynote presentation. His insights were very helpful. To improve our message we also wanted to add to our knowledge base on the obesity epidemic. Dr. Richard Jackson from UC Berkeley, and former Director of the Center for Disease Control and Prevention’s National Center for Environmental Health, fit the bill. His presentation was eye-opening and filled with compelling facts and stats. Finally we thought we could all boost our morale a bit and improve our customer service so we showed the film *FISH! A Remarkable Way to Boost Morale and Improve Results* (find information on the film and speakers at the Roundtable’s web site under the Resources tab)■

The **CCFP Roundtable News** is a bimonthly publication for members of the Child Care Food Program Roundtable, an affiliate organization of the California Food Policy Advocates, 116 New Montgomery Street, Suite 633, San Francisco, CA 94105.

Editor
Edward Mattson

Membership is from Jan 1 to Dec 31 every year. For more information please contact Ed at 530-677-9410 or mred94523@earthlink.net

Chair Report, continued from page 1

The outcomes expected include: 1) at least one new legislative and/or administrative policy requiring enhanced meal quality in child care will be enacted or adopted, 2) an increase of 20% of all child care organizations and sites participating in the CACFP will have adopted the new enhanced nutrition standards, and 3) a 10% increase in the number of licensed child care facilities participating on the CACFP.

On January 11, Paula James, Doris Fredericks, Ken Hecht and Carolyn Brown met with the grant staff. They found out that there is only \$10 million (and possibly up to \$14 million) available and \$30 million in requests. The grant staff is interviewing organizations including CFPA and Contra Costa Child Care Council, which have been asked to submit proposals. The grant staff in turn becomes our advocates when the proposals are shared with the Attorney General's Office. We have been asked to document the meeting discussion in a letter of clarification and plan to have our letter completed and submitted by mid-February. One concern is use of the funds for outreach and advocacy versus direct service, which was originally intended. The decision will likely be made in June or July. Our proposal, if approved, has a beginning date of July 1, 2007.

News Article on CA Child Care Rating System:

Ed shared a recent San Francisco Chronicle article forwarded by Paula James entitled "California child care rating system needed. Parents lack adequate decision-making information, report says" (*find it at www.sfgate.com/cgi-bin/article.cgi?file=/c/a/2007/01/05/BAG12ND9T21.DTL&type=printa...*). This article reports on a recent state Legislative Analyst's Office (LAO) report released on January 4, 2007. It clarifies that, "[t]he report proposed ratings on a provider's safety history and quality of care. It also urged the use of trained assessors to conduct inspections. Parents could go online to learn teacher-to-students ratios, qualification levels and whether providers had health or safety violations." The critical message to take from this article and the LAO's report is that the time is now for us to get out the message that

participation on the CACFP is one of the quality indicators if the state is to proceed with this recommendation.

SPECIAL GUEST – PATTI PADDOCK

Patti Paddock, the Outreach and Marketing Coordinator for WIC, attended the meeting and shared with members information on how to obtain free WIC outreach materials. She stated that their intention has been to make their materials user friendly. She held up an *Outreach and Marketing Materials Catalog* which members can obtain by calling 916-928-8628 or emailing her at ppaddock@dhs.ca.gov. Or members can wait for a couple of months when it should go online at www.wicworks.ca.gov. Patti suggested that CACFP sponsors might be interested in the following documents from the catalog:

- *Healthy Snacks for Healthy Kids* (in Spanish & English)
- *When to Put the Plug on the Juice Jug* (in Spanish & English)

There are other outreach materials in the catalog that members might be interested in, so take a look.

There will be new changes to the WIC food package, hopefully interim guidelines by fall 2007. The package will add a voucher for fresh fruits and vegetables, reduce juice, provide more culturally appropriate items, plus many more changes. She concluded that she would like to work with us to get the word out about WIC to CACFP participants as well as let WIC participants know about the CACFP. Barbara stated that NSD is considering an information alert on the WIC materials.

NUTRITION SERVICES DIVISION

Barbara Longo welcomed the participants and along with Janice Hunt and Suzanna Nye gave the state report.

Logistics & Staffing: Barbara reported that NSD has recently conducted interviews and is in the process now of selecting a replacement for Karen Gillham. In addition she will be recruiting a nutritionist that will report to her and will assist

center and home sponsors, schools and other institutions on the nutrition side. The Division has also recently hired two new nutrition consultants, Heather Reed and Carol Chase. Both come from WIC and have a lot of experience with training Barbara enthusiastically reported.

Management Bulletin Update: Barbara reported that they are working on a number of new bulletins. The first is on categorical and expanded categorical eligibility, a second is on offer versus serve and a third is on un-cashed provider checks. Advisory committee members have reviewed a draft of the first. In conjunction with this effort Barbara reported that she has implemented a new procedure within the Division for policy development. They have a new policy committee comprised of representatives from the field, nutrition and program staffs. Their intention is to have everyone speak with one voice for customers when they call, Barbara clarified. They have already had their first meeting.

Management Manual Update: Barbara reported that she is committed to completing new Management Manuals. She has as a goal completion of the family child care manual by June 2007. A center manual will follow. She intends for the new manuals to be more user friendly and easier to update. Completion of the new manuals is a collaborative process with drafts of each section, as they are completed, to be reviewed by members of a Roundtable work group.

Interagency Child Care Outcomes Group (ICCOG) Meets: Barbara was pleased to report that the ICCOG process was restarted on January 9th with representatives from DSS Child Care Licensing Division, CDE Child Development Division, WIC and the Department of Health Services joining with Roundtable and CDE Nutrition Services Division representatives. Participants discussed possibly including other stakeholders at future meetings and decided to group discussion topics in the future into the following broad areas: policy, outreach & marketing, and training & development. Under outreach and marketing members discussed the

desire to give consistent messages and branding. As in the previous ICCOG process, members discussed the possibility of developing a programmatic grid. Coordinating CACFP Week activities in 2008 was discussed. Under training participants discussed CACFP training for new CCLD hires, something done under the first phase of this process. The next meeting is in March and participants hope to discuss meal patterns and enrollment forms.

Training: Barbara briefly mentioned upcoming training including infant online training coming this spring. She also reported that fruit and vegetable photo cards will be mailed out in the next two weeks.

Field Services: Suzanna Nye, Manager of the Field Services Unit reported significant internal progress that will benefit sponsors and staff. She reported that she has been examining staff error rates over the past 3-5 years and is seeing improvements. The primary errors were in calculating the fiscal impact of review findings. With CNIPS implementation she expects those errors to be even further reduced. CNIPS will also include automation of review working papers. Overall, the 2-5 year project should significantly reduce reviewer error rates, Suzanna reiterated. Regarding review close out timeliness she stated that a new accountability panel has achieved a 99% closeout by December 1 (the rate had been just 58%). She has also implemented weekly close-out sessions with area managers. She stated that the review forms have been restructured following the new VCA (viability, capability and accountability) standards. With respect to staffing she announced that two new area managers have been recently hired, Julie Patterson in Region 6 and Judy Osterloh in Region 1. Region 6 is still down 2 FTE's.

Q & A:

1. **Q.** Will there be a change in the quarterly report format? **A.** Barbara reported that they are looking into it now. She said they may modify or eliminate it. More information will be out soon.

2. **Q.** Can I document the reason for a block claim in advance? **A.** USDA in its policy memorandum CACFP 12-2006 on May 23, 2006 clarified that, “[t]his memorandum extends the July 1, 2005, guidance through fiscal year (FY) 2007 (i.e., through September 30, 2007). That means that sponsors may continue to document reasons for a block claim observed in the facility’s records during an unannounced review. The facility-specific documentation collected during the unannounced review will relieve the sponsor from having to conduct an unannounced follow up review, in response to that facility’s submission of a block claim in its meal counts, for the remainder of the current review year” (*Editor*).

3. **Q.** In the issue above what is the definition of the current review year? **A.** In the same USDA memorandum cited above USDA goes on to explain that, “the current review year’ can be any consecutive 12-month period defined by the State agency (SA) or sponsor (provided that the sponsor’s definition is not prohibited by the SA), including:

- The Federal fiscal year;
- The State fiscal year;
- The calendar year;
- A 12-month period beginning on the provider’s first day of operation; or
- Any other 12-month period defined or agreed to by the SA” (*Editor*).

ADVISORY COMMITTEE REPORT

Tiering Study Released: Ed reported that the tiering study had been released and was available at the web site listed below under the USDA Report. He stated that from an advocate’s standpoint the findings were better than expected. The study found a 20% error rate, which means sponsors need to do a much better job of documenting Tier I eligibility, but after verifying the errors the study found only a 4% error rate which resulted in only

\$13 million in improper payments. He stated that in his opinion that amount should not be enough to justify a big new federal effort or the attention of Congress. Ed hopes to find out more at the upcoming FRAC/Forum Conference at the end of February. Stay tuned.

CACFP Week March 18: Ed reported that National CACFP Week begins March 18, 2007. Members are strongly encouraged to do something to promote CACFP during the week! As we move forward over the next two years, in preparation for Child Nutrition Reauthorization, and in conjunction with efforts taking place on a number of fronts to properly place the CACFP in the childhood overweight debate, it is imperative to take every opportunity to promote the CACFP. Ed had hoped to have more materials available on the Roundtable web site for sponsors to use this year in planning an event or marketing strategy but they did not materialize. With the reconvening of the ICCOG in January participants are geared towards greater cooperation in 2008. That does not mean you cannot do something on your own! Ed did complete and post to the web site a new revised outreach brochure for family child care homes. Sponsors may download a copy in PDF format, in one of several colors or black and white, take them to your printers and have a terrific tool for marketing the CACFP during March. Members can still plan an event like a breakfast at their center or family child care home, invite their local media and Congressperson or Assemblyperson, and really promote the CACFP. It is this marketing that will help us when we try to make improvements in and increase funding for the CACFP during reauthorization. People still don’t know about the CACFP! Make it happen. By 2008 we hope to also post to the web site a media event guide with talking points and other supportive data (members that want an example to work from are directed to www.fft.org/publicpolicy_advocacy/creatingmediaevent.PDF for an excellent guide from National Foster Care Month).

Family Child Care Outreach Brochure Posted: As mentioned above, Ed completed work on the updated family child care provider outreach

brochure *Four Reasons Why it Pays to Join the CACFP*. It is available in 5 colors plus black and white in PDF format on the Roundtable web site. Take it to your printer and have it printed for the best quality. Ed plans to update the reimbursement rates and other data periodically, as time permits.

Center Outreach Brochure Coming: With the completion of the family child care outreach brochure advisory committee members suggested we create a center brochure using the same artwork and format. Members have volunteered to create the content and Ed hopes to draft a center brochure possibly by this spring. Stay tuned.

2007 Roundtable Meetings Update: At their latest meeting advisory committee members revisited the 2007 meeting schedule and made some changes:

- March 22 – Los Angeles, at the International Institute, 3845 Selig Place, 90031
- May 17 – Hayward, at the 4C's of Alameda Co., 22351 City Center Dr., Ste 200, 94541.
- July 19 – South Lake Tahoe (**change**), exact location to be determined.
- September 20 – Baldwin Park, Options, 13100 Brooks Dr., #200, 91706.
- October 15-17 – Conference in Sacramento at Sheraton Grand Hotel

Ongoing Negotiations with NSD: Ed was pleased to report to the membership that ongoing negotiations with NSD on a number of longstanding issues are making progress. He recognized and applauded the renewed spirit of cooperation from NSD since Barbara Longo came on board. Discussions on the timeliness of Management Bulletins, other policy and data issues, management manuals, and review averaging and other concerns are promising.

USDA REPORT

Zita Viernes, the new Section Chief for the Community Section of USDA, WRO, and Joshline McLean, Team Leader for CA CACFP, gave the following report.

New Program Handbooks Coming: Joshline reported that USDA is working on new handbooks

for centers and family child care homes. They will combine the old program guidance and eligibility handbooks into one electronic version. The goal is to be able to send updates electronically. Areas changed will be bolded. The idea is to move away from the policy memo process and use handbook updates instead. She reported that they hope to release them by this summer. The Summer Food Service Program handbook already comes in the new format (*Editor – for a sneak peak of what CACFP might look like see <http://www.fns.usda.gov/cnd/summer/library/handbooks.html>*).

Paperwork Reduction Task Force Update: Joshline reported that they hope to release the recommendations very soon. They have been divided into the following categories: those that can be implemented immediately through policy clarification, those that can be changed through regulation and then those that will require legislative action.

Tiering Study Just Released: Joshline reported that the tiering study has just been released by OANE and can be downloaded at www.fns.usda.gov/oane/menu/Published/CNP/cnp.htm. She said that the study was as a result of the Improper Payments Information Act of 2002 which requires all Federal agencies to calculate the amount of erroneous payments in Federal programs. The study estimates the dollar amount of improper payments attributable to tiering misclassifications of family day care homes. The study found a 20% procedural misclassification rate, 4% for which there was a total estimated improper payment amount of \$13 million. She reported that a second round of the study had just recently started up and several of our members agreed that they had been visited already or contacted. Joshline concluded by suggesting that members might want to look at other studies on the web site pertaining to child nutrition programs.

Concluding Remarks: Responding to our proposed agenda items Joshline stated that there is no information at this time when a new final rule will be released. She went on to commend Barbara

Longo and NSD for some of the improvements made since USDA and NSD began meeting quarterly. Policy memos are being issued more frequently since the process started. California unfortunately is the last state in the region to go online and that might have been part of the problem, she inferred. Joshline also reported that this will be her last Roundtable meeting; she is moving on in her career. We wish her the best. We then asked Zita who we might expect to attend future Roundtable meetings and she stated they are looking into it. It could be she, Lucille Jackson, or another member of the CA CACFP Team at the WRO. She reassured us that while the WRO is contemplating possible changes in their organization, USDA will continue to be represented at the Roundtable.

CFPA REPORT

The following written report is from Ken Hecht.

Governor's State of the State Address: Last week, Governor Schwarzenegger delivered his State of the State address and announced his health care policy reform package. Looking at the two speeches together, it is impossible not to believe the Administration is genuinely determined to make big changes in health care policy in California – and that preventive health care is not an indispensable part of the package. Prominent in the prevention policy is nutrition as a key resource in the battle to roll back accelerating rates of obesity and overweight throughout the state.

Considering that obesity-related costs to California exceed an estimated \$28 billion annually, it is no surprise that obesity prevention efforts deserve high priority. The Governor explicitly identified trans fat and frying foods as targets for his obesity-prevention measures. Logically, children in the child care ages ought to be prime candidates for obesity prevention: this is when overweight starts, and this is when children are most amenable to guidance. And CACFP, with all its federal funding, should be the most fiscally feasible place to start.

Working Families Policy Summit: At the summit in Sacramento on January 18, CFPA will include

the following recommendations in its nutrition policy presentation:

Policy Objective #2

Improve nutrition in child care.

Background

In California, approximately 1 million children go to out-of-home child care daily. For many of these children, most if not all of their nutrition will be consumed at child care. About one-third of these children are in facilities that participate in the federal Child and Adult Care Food Program (CACFP), which operates under rudimentary nutrition standards. California should condition its state reimbursement for low-income children's meals upon improvements to nutrition that are targeted at obesity prevention. Children at an age for child care are at prime risk to become obese; they also are at the best age to develop good nutrition habits that will last a lifetime.

Recommended Actions

- A. The Legislature should provide additional state reimbursement for low-income children in child care. In connection with this reimbursement increase, the Legislature should make selected improvements in the nutrition standards for breakfast and lunch served in child care. Examples of such changes are: importing soda and snack food standards from the school setting; increasing servings of fresh fruit and vegetables and ensuring variety in servings throughout the week; eliminating or at least restricting servings of juice; ensuring that 50 percent of the grains served are whole grains; eliminating artificial trans fat; and eliminating foods that have been deep-fried or cooked in any oils in any stage of the food preparation.
- B. The California Department of Education should provide and require attendance at nutrition education for all licensed and

license-exempt child care facilities not participating in CACFP.

not miss out on any important newsletters or action alerts in 2007! Find a membership/renewal form on our web site.

Nutrition Bills In The 2007-08 Legislative Session:

A number of bills are in the works, but these are the bills that have been given official numbers and language (other trans fat bills are expected):

- AB 90 Huffman - Prohibits trans fat in schools.
- AB 92 Garcia - School breakfast mandate in "severe need" schools.
- AB 93 Garcia - Prohibits trans fat in the community.
- SB 20 Torlakson - Comprehensive child nutrition improvements, including child care.

Imagining a New CACFP: Ed reported that now that we have a Democratically controlled Congress some of us are hopeful if not optimistic about fixing the CACFP when we begin the dialogue during Child Nutrition Reauthorization negotiations. We in California are in a position of great advantage and responsibility in that many of our Congressional leaders and committee chairs are from California including Speaker Pelosi, Congressmen Miller and Waxman, Congresswoman Woolsey as well as Senators Feinstein & Boxer. Ed pointed out that as we approach reauthorization we will be asking each of you to contact your elected representatives. March 18 is National CACFP Week and we will also be asking you to plan an event or make a media contact as part of our CACFP marketing strategy.

The Governor's 2007-08 budget proposal makes no explicit mention of funding for:

- California Fresh Start (SB 281, additional servings of fresh fruit and vegetables in the School Breakfast Program.)
- California Healthy Purchase Pilot Program (AB 2384, incentives to corner store operators and food stamp participants to improve the availability and affordability of fresh fruit and vegetables.
- School nutrition standards improvement and additional state meal reimbursement (SB 1674)

Accordingly, Ed challenged members at the meeting, and in a January 16th email, to help him focus on the changes we would like to see in the CACFP. He suggested that we have an opportunity now to take the lead nationally due to our clout in the Congress. One overriding concern will of course always be the state of the federal budget deficit but that should not stop us from dreaming big and being prepared to fall back to something less.

But there is \$1+ million for school breakfast and summer lunch startup and expansion grants.

On February 25th the Food Research & Action Center (FRAC) and the National CACFP Forum will be convening their annual conference in Washington, DC. At the end of the conference, on February 27, participants go up to the Hill and meet with legislators and educate them about the CACFP. These visits will be the opening round in what will surely be a heated Child Nutrition Reauthorization push. Everyone will feel the same way we do about taking advantage of a Democratically controlled Congress after 12 years in the wilderness. We will have to be the "squeaky wheel." Ed encouraged and invited everyone to participate with us (find out more at www.frac.org or www.cacfpforum.org) but even if you cannot

ROUNDTABLE REPORT

Membership: Ed reported that it is time to renew your membership for 2007. Membership is on a calendar year basis. Please do so immediately and

your message can be heard if you get your ideas in to Ed by February 16. He stated that he is hoping to present a consolidated message from CA on his Hill visits.

Members were asked to brainstorm in groups about ways to fix or redesign the CACFP. Here were there recommendations (grouped by Ed into broad categories):

Rule or Policy Changes:

- More categorical eligibility
- Simplify income verification through interagency cooperation
- Paperwork reduction, such as:
 - eliminate menu production records for centers, allow food purchases list
 - no written menus for homes, (possibly trade for increased monitoring)
 - simplified provider paperwork (no specifics listed)
- Eliminate or simplify block claiming rules
 - 30 days vs 15
 - all meals vs one
 - use as a tool when needed rather than as mandatory process
- Eliminate 5-day reconciliation or allow use as tool rather than mandatory process
- Allow greater flexibility in obtaining data directly from schools when data not available on SA list.

Nutrition & Nutrition Ed:

- More nutrition ed for providers
 - More materials in more languages (not just one copy per sponsor)
 - More administrative funds to provide nutrition education (see ideas requiring more \$)
 - Reimbursement incentives for meeting enhanced meal pattern (see ideas requiring more \$)
 - More sharing of information between programs (e.g., WIC has fine materials)

Ideas that Require More Money:

- More administrative funds to provide nutrition education (also listed under nutrition ed)
- Reimbursement incentives for meeting enhanced meal pattern (also listed under nutrition ed)
- Increased reimbursement for serving underserved areas
- Abandon tiering, return to one reimbursement rate for providers (this is a nutrition program not a welfare program)
- If tiering not abandoned, then set Tier I rate at 40%
- If tiering not abandoned, increase reimbursement for Tier II breakfasts and snacks to a more realistic level
- Increase administrative reimbursement to cover increased administrative duties with tiering and integrity regulations
- Single administrative reimbursement rate based on current rate for 1-50 homes
- Financial incentive for providers who always do a terrific job (could be another authorized use for admin funds such as \$300 allotted to help with licensing or separate funding like start up or expansion funds, but used in this case to purchase incentive gifts such as child development package, materials and/or toys)
- Financial help for providers to go online (could be another authorized use for admin funds such as \$300 allotted to help with licensing or separate funding like start up or expansion funds)
- Bring back provider advance funding or speed up reimbursement (may be CA state issue?)
- Adjust income eligibility guidelines and reimbursement rates to reflect high cost of living in CA (Libby Albert making this argument in her Hill visits).

Miscellaneous:

- USDA to market the CACFP to child care/health care communities

Ed will refine these and others received by email up to Feb 16 and present California's answer to improving the CACFP.

CONFERENCE REPORT

The Roundtable's 16th Annual Conference, "CACFP: A Capital Idea" is set for October 15-17, 2007, in Sacramento, California. As information becomes available we will post it to our web site www.ccfproundtable.org. Check back regularly. Currently we have posted a link to the Sheraton Grand Sacramento, our fantastic conference hotel, where you can register online. Watch for a Call for Presenters and Workshop Proposal Form in the coming weeks. If you have an idea for a workshop or have recently seen a great presenter/speaker we should consider please let us know at mred94523@earthlink.net.

TRAINING – DOCUMENTING & VERIFYING TIER I ELIGIBILITY

Ed presented a PowerPoint training session on documenting and verifying Tier I eligibility in family child care. As there has been a great deal of interest expressed over the past few months in revisiting some of the rules and regulations concerning this difficult topic, Ed agreed to do a review of the basics. His intention was to help illuminate and clarify some of the ongoing misconceptions and misunderstandings about the topic. Documents referred to and shared with attendees included USDA's Eligibility Guidance for Family Child Care Providers, the Consolidated Q & A's #'s 1-4, information from Redleaf National Institute on "How to Read a Family Child Care Provider's IRS Tax Forms," a sample "Statement of Day Care Home Business Income & Expense" worksheet and NSD's flow chart on "Determination of Tiers."

The following Q & A's derived from the training:

1. **Q** For a Tier II mixed provider a sponsor receives 2 parent income eligibility applications for the same joint-custody child. One parent is income eligible and the other is not. How does the sponsor qualify the child? **A** According to the USDA handbook "Eligibility Guidance for Family Day Care Homes," on page 30, "the child's eligibility could change depending on the rotating periods at each household" (*Editor*).
2. **Q** If a provider is Tier I eligible by the categorical eligible Food Stamp Program, does the sponsor need to verify the categorical eligibility (i.e., Food Stamp documentation letter)? **A** According to the above handbook, on page 10, "a food stamp document or one from another categorically eligible program that does not specify the certification period is not adequate for documentation. For example, the food stamp identification card is not acceptable because it usually does not have an expiration date?" (*Editor*).
3. **Q** In question 2 above, how does sponsor verify that the Food Stamp case number is real if verification is not necessary (as in a provider Tier I eligible based on school data who qualifies her own children by Food Stamp eligibility)? What does the real number look like? **A** Verification is necessary if the provider is trying to prove Tier I eligibility based on her/his receipt of Food Stamps. If the provider is Tier I eligible based on school data however, and wants to claim her/his own children and indicates receipt of Food Stamps on an income eligibility application, verification is not necessary. Yes this is a little confusing but just remember you DO NOT verify provider's own children (*Editor*).
4. **Q** What if a Tier II provider refuses to give her IRS Form 1040 for "confidential" reasons? I was told by state staff that it was okay to check box on Statement of Day Care Home Business Income & Expenses that receipts are maintained and signature will suffice. I included an email from state staff stating this provider was reviewed by state and reviewer Okayed as verified. **A** The fact that this provider is Tier II means that she would only be required to report her own income if she wishes to claim her own child. In that case, verification would not be required and a Form 1040 would not be necessary. If however the provider wishes to

establish herself as Tier I based on her income then she must provide documentation of any income claimed on her income eligibility application. If her spouse works then a pay stub or other documentation of his income is required. If the provider only has income from her day care business then she must provide a Form 1040 from the previous year, unless she has been operating for less than one year. Then she may use a “Statement of Day Care Home Business Income and Expense” or similar document and certify that she has documentation to support the business expenses and income stated (*Editor*).

5. **Q** What is state’s expectation of sponsors to get updated school boundaries? Annually? **A** NSD is researching this answer.
6. **Q** Please clarify household/economic unit in the case where a couple has children but do not share expenses. Can the provider (mom) claim own children based on her own income? **A** NSD is researching this answer.
7. **Q** Regulations require sponsors to get approval from the state to use census data to establish Tier I eligibility. If a sponsor includes their plan in sufficient detail in their management plan on how and when they will use census data and the state agency approves the management plan, does this constitute approval to use census data? **A** According the above USDA handbook, on page 6, “the decision to use census data must be based on an agreement between the State agency and the sponsoring organization that is the most appropriate source for representing the area’s current economic circumstances. This should be documented in the sponsor’s approved management plan” (*Editor*).
8. **Q** What level of documentation would be required to establish that someone living in a household is a separate economic unit? As an example, a single woman with a 3 year old child lives in the same house as her parents; the single woman pays rent to the parents, shares the cost

of food, has her own car and job. The mother/grandmother is a licensed child care provider and cares for her grandchild when the single mother is working. The mother/grandmother is a Tier II provider. Can the single woman use her own income to qualify her child for Tier I reimbursement as a separate economic unit? **A** NSD is researching this answer.

9. **Q** What do you do if your county schools don’t have official maps? Can sponsor use address directory that school uses, get a letter from the school stating that the provider lives within the district or use a telephone record? **A** Each of the three options described may be used (*Editor*).

WEB SITES FOR JAN:

- www.fns.usda.gov/oane/menu/Published/CNP/cnp.htm - Tiering Study
- <http://www.sfgate.com/cgi-bin/article.cgi?file=/c/a/2007/01/05/BAG12ND9T21.DTL&type=printa...> – news article on CA child care rating system

MARK YOUR CALENDARS AND MAKE RESERVATIONS FOR THE NEXT TWO ROUNDTABLE MEETINGS

THURSDAY, MARCH 22, 2007, 9:30 AM - 3:00 PM

International Institute
3845 Selig Place, Los Angeles, CA 90031

TRAINING TOPIC: Documenting & Verifying Tier I Eligibility – A Review

LODGING INFORMATION:

There are a number of hotel and motel choices downtown near this sponsorship. Take a look at Mapquest on Yahoo. Here are a couple of options:

- Days Inn Downtown Los Angeles, 711 N. Main St., 213-680-0200
- Miyako Hotel, 328 E. First Street, 213-617-2000

PARKING & DIRECTIONS:

Directions from West Los Angeles, Santa Monica Freeway (10)

- Go EAST on the Santa Monica Freeway (10)
- Go NORTH on the Golden State Freeway (5)
- Get off at the MAIN STREET exit. Make a Right on DALY STREET
- Move to the left lane and make a Left on NORTH MAIN STREET
- Move to the left lane and make a Left on MISSION ROAD. Lincoln Park and the lake should be on your Right hand side
- Pass the DMV on your left and get ready to make a right (45 degree) turn onto SELIG PLACE
- Look left and pass the EL ARCA building. The next driveway is for IILA, a two story building with dark windows. Look for the visitor parking. Parking is also available on the street and at Lincoln Park, next to the tennis courts.

Directions from South Los Angeles, Harbor Freeway (110)

- Go NORTH on the Harbor Freeway (110)
- Go EAST on the Santa Monica Freeway (10)
- Go NORTH on the Golden State Freeway (5)
- Get OFF at the MAIN STREET exit. Follow remaining instructions above.

Directions from South East Los Angeles, Long Beach Freeway (710), and Santa Ana Freeway (5)

- Go NORTH on the Long Beach (710)
- Or go NORTH on the Santa Ana Freeway (5)
- Get OFF at the MAIN STREET exit. Follow remaining instructions above.

AIRPORT TRANSPORTATION:

Fly into Burbank and it is a short trip down Hwy 5. Follow driving directions above.

The **Advisory Committee Meeting** is at the same location, Wednesday, March 21, 10:00 AM.



THURSDAY, MAY 17, 2007, 9:30 AM - 3:00 PM
4C's of Alameda County

22351 City Center Dr., Ste 200, Hayward, CA 94541

TRAINING TOPIC: To be Determined

LODGING INFORMATION:

- Discovery Inn, 333 Jackson Blvd., Hayward, CA 94544, 510-886-7111.
- Hampton Inn, 24137 Mission Blvd., Hayward, CA 94544, 510-247-1555.
- Comfort Inn, 24997 Mission Blvd., Hayward, CA 94544, 510-538-4466.

PARKING & DIRECTIONS:

Parking is available in front of the building and across the street in parking garage. Directions: From San Francisco or Contra Costa take 580; exit on Foothill to City Center Dr; turn left to office. From south take 880 north; exit on Jackson (92) and proceed around to left until it merges into Foothill (238) turning right on City Center Dr. From the airport take 880 south; exit on 238; exit on Foothill.

The **Advisory Committee Meeting** is at the same location Wednesday, May 16, at 10:00 AM.