



## **Client Policy & Handbook**

### **Our Mission**

Dedicated to empowering youth with healthy meals, leadership training, and mastering life skills.

All sponsored facilities must submit paperwork on a monthly and timely basis.

**PAPERWORK IS DUE ON THE 2<sup>nd</sup> OF EACH MONTH BY 12PM**  
(If the 2nd falls on a weekend, claims are due by the following Monday at 10am)

**Must submit the following:**

- Monthly Finance Report
- Receipts - Upload electronically– (No handwritten receipts accepted on federal program)
- Time Distribution Reports (if applicable) Complete only if you pay cook/server/administrative food/ salary from reimbursement payment.

**All Children Original Enrollments and Income Benefit Forms MUST be mailed to:**

Apples & Oranges Corp.  
3559 Williams Road  
Suite 102  
Fort Worth, TX 76116

**NOTE:** All new sites must attend nutrition & civil rights training prior to enrolling on the food and nutrition program. After the approval, each site has up to **60 days** to receive their 1<sup>st</sup> Reimbursement Payment. We strongly encourage each facility to enroll in direct deposit. To request a direct deposit form, please email us and return the form with a voided check.

**DIRECT DEPOSITS:** Funds are direct deposited into accounts on or before the **15<sup>th</sup>** of every month. **THERE ARE NO SPECIFIC DATE EACH MONTH.**

**Note:** Annually, September Claims may be a week delayed due to the fiscal year ending.

**Disclaimer:**

When enrolled in any federally funded program regarding disbursing or receiving federal payments for such program; as a precaution let it be known that USDA funds are not guaranteed, therefore each facility must be able to operate one's own childcare program without federal assistance. For questions regarding disclaimers visit [www.squaremeals.org](http://www.squaremeals.org).

**Executive Staff**

Tungila Meyers Pres/CEO  
Ulysses Meyers, VP  
Rebie Allen, Administrative Assistant  
Shanna Shakir, DFW Monitor

**Office**

877-262-5439

**Hours of Operation**

8am-5pm

**Website**

[www.applesandorangescorp.org](http://www.applesandorangescorp.org)

**Email**

[aocorpkidz@gmail.com](mailto:aocorpkidz@gmail.com)



## **WELCOME TO APPLES & ORANGES CORP**

We are happy you joined our team. We strive to provide the highest quality of client services by creating an environment to enhance the lives of youth. We look forward to working with you. As nutrition sponsors, we must follow all policies, procedures, and regulations of the Texas Department Agricultural (TDA) and USDA. We encourage all sponsored sites to do the same.

To show we appreciate your business, *we have created an extraordinary* “Reward Program and Referral Program” for clients performing outstanding duties with the youth while participating on the food & nutrition program. Please visit our website for more information.

- WE OFFER CLIENTS A PROFESSIONAL, FRIENDLY, AND TIMELY SERVICE AS FOOD & NUTRITION SPONSORS
- WE PROVIDE ON-SITE TRAININGS, CALL TO SCHEDULE AN APPOINTMENT

PLEASE VISIT OUR WEBSITE FOR MORE INFORMATION

[www.applesandorangescorp.org](http://www.applesandorangescorp.org)

## **AOC Reward & Referral Program for Clients**

Every six months we carefully review sponsored sites by rewarding with them with outstanding performance in the following areas:

- ❖ Timely Paperwork Submission
- ❖ Monitoring Reviews
- ❖ Staff knowledge of Nutrition Program,
- ❖ Completed child enrollments on files & inventory record
- ❖ Child Nutrition Labels Binders (CN Labels Updated)
- ❖ Preparation of Meals and Menus
- ❖ Overall Staff Professionalism

**How childcare facilities are selected:** Our committee and board members review the following areas listed above; afterwards we select the center according to performance in each category. The winner of the *Reward Program* is given a gift and featured on our website for six months, which also includes free advertising.

Twice a year (June & December) a center is rewarded for outstanding performance while enrolled on the food & nutrition program. Some rewards include:

- ❖ Movie Passes for Staff
- ❖ Pizza Party for Staff
- ❖ Dinner Gift Cards
- ❖ Gift Baskets
- ❖ Visa Cards

### **Referral Program**

Centers who refer other childcare centers to AOC food program will receive a \$75 check the following month after the center is officially enrolled.

**The reward & referral program funds are not associated with USDA funds**

*We appreciate our client's efforts and superior work performance.*

## Acknowledgement of Food & Nutrition Policies & Procedures

I have read and understand the Policies and Procedures of Apples & Oranges Corp Food and Nutrition Program as my Nutrition Sponsor. I acknowledge the training provided was: **Civil Rights and Nutrition Training** which consists of Record keeping, Meal Counts, Claim Submission, Reimbursement System, Claim Review Procedures, including related subtopics. See full description of training topics and subtopics on *page 12* of this handbook.

I fully understand the policies to maintain a contracting status with Apples & Oranges Corp. By signing, I agree to submit my claim on time according to time mentioned in this handbook. I also understand I am required to attend a **Yearly Mandatory Training** to maintain enrollment and reimbursement payment for the following.

Center \_\_\_\_\_  
Center Name

I completely understand that if I do not attend the mandatory training my center reimbursement payment will be placed on hold until the training is completed.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of AOC Staff

\_\_\_\_\_  
Date

## Civil Rights Procedures for Centers

All childcare programs must complete *Civil Rights Training* before enrolling in the Child Adult Care Food Program. All participants must sign-in on a training log form and every individual will be issued a certificate upon completion of the training. The Civil Rights training usually takes an hour. If anyone feels additional training is needed, please make your request by scheduling an appointment. Every enrolled facility, meaning all employees of the Child Care Center must be trained and made aware of Civil Rights before assuming responsibility of the CACFP. Each participant will be provided with a Civil Rights Training Power Point via TX Square Meals website. A review is given at the end of the training to ensure each participant fully understands the Civil Rights Training. All approved centers that are eligible to participate in the program must not be discriminated against based on race, color, national origin, sex, age, or disability.

### ***All Centers and Emergency Shelters Must:***

- \*Post And Justice for ALL Poster for all parents and visitors in a visible area.
- \*Attend an Annual Training and Civil Rights
- \*Ensure all employees are trained on Civil Rights and certificates are kept on file.
- \*Make the nutrition program information available to the public upon request.
- \*Provide nutritional information in languages other than English, if needed.
- \*Must display WIC Income Chart & Building for the Future in both English & Spanish.
- \*Must provide nondiscrimination statements including complaint-filing procedures.  
on all applications and program-related information intended for parents and potential participants.

### **OPEN ENROLLMENT**

From June 1<sup>st</sup>- September 30<sup>th</sup>, all centers have the opportunity to transfer to another sponsor without prior approval from TDA. However, you must give a notice in writing if planning on switching to a new sponsor. When transferring, remember it's not effective with the new sponsor until the following October 1<sup>st</sup>. If your center does not transfer during open enrollment you will have to remain with your current sponsor until the next open enrollment period. In some cases, TDA may consider terminating contract with good cause if you wish to switch sponsor. See [squaremeals.org](http://squaremeals.org) for more information on open enrollment.

## **Complaint of Grievance**

In the event of any complaints made against this agency Apples & Oranges Corp must make your complaints available to the Vice-President, Ulysses Meyers. You must take the following steps to file a Grievance Complaint:

Please send your complaints in writing to:

### **Apples & Oranges Corp**

***Attention: Ulysses Meyers, Vice-President***

3559 Williams Road Suite 102 Fort Worth, TX 76116

Please list the date of the alleged complaint, your name, address, and phone number, along with your official complaint. All complaints must be filed no later than 60 days from date of the alleged action. We will contact you within 10 days of receipt of your complaint and set a date to attempt to resolve the problem. Our Board of Directors will be present to review and hear the complaint. If it is determined that we cannot resolve the complaint, this agency will immediately explain the complaint system to the individual who expresses an interest in filing a further complaint and shall advise the individual of the right to file a complaint to the following agencies below. The individual has 15 days to further their action by filing the same complaint to:

Texas Department of Agriculture  
*Food and Nutrition Division*  
1700 North Congress Ave.  
Austin, Texas 78701  
(888) 839-6325  
Contract Manager: June Bryant

Better Business Bureau  
*101 Summit Ave.*  
Fort Worth, TX 76102  
(817) 332-7585  
Email: [complaint2@fwbb.org](mailto:complaint2@fwbb.org)

This Agency Apples & Oranges Corp is an Equal Opportunity Employer and in compliance with Civil Rights Act of 1964, the Age Discrimination Act of 1975, and the Rehabilitation Act of 1973. We are prohibited from discriminating based on race, color, national origin, sex, age, or disability.

AOC Youth Charity Programs is designed to assist youth in crisis or emergency situations at local shelters and/or in poverty-stricken communities. It's our goal to ensure all children are loved, happy, healthy, and mentally secure while receiving our services.

❖ **Jammie's for Kidz**

Children residing in emergency shelters receive new pajamas. In severe cases, children hospitalized receiving long-term care; also receive a new teddy bear, bedtime book, and a pair of new Disney pajamas. To donate a new pair of Jammie's please send a email to [aocorpkidz@gmail.com](mailto:aocorpkidz@gmail.com)



❖ **Beyond Poverty Lines**

Children living in shelters or in rural poverty-stricken areas receive free vouchers and/or tickets to the following events: museums, ballets, train rides, library, zoo, picnics in the parks, ballets, horseback riding lessons, professional sport games, and so much more. This gives the children the opportunity to take a break away from the shelter to have fun and learn at the same time.





## **Outside Food Consumption Policy for Centers**

Apples & Oranges Corp policy in reference to childcare centers staff consuming outside foods in the presence of children during scheduled mealtimes. Apples & Oranges Corp policy for center staffs are as follows: Staff is encouraged not eat outside foods (food not prepared at the center) in the presence of the children during their contract meal times with Apples & Oranges Corp. ***For example:*** A teacher/staff should not be consuming a McDonald's meal in the presence of children during mealtimes.

Our policy ***does not*** require teachers to eat with the children during mealtimes or to eat the same foods as the children; however, we strongly encourage directors and owners to encourage their staff (who choose to eat during mealtimes) to sit with the children and eat the same foods at the table with the children during mealtimes. This simply encourages the children to try new foods to encourages good eating habits.

All outside foods should be consumed outside the classroom out of the view of children if possible. We suggest center staff eat their lunch in a break area or teacher's lounge

### **Point of Contact**

- To schedule trainings for your center you must send your request online through our website or email. All trainings are scheduled on Wednesday's or Thursday's.
- Visit our website for additional nutrition forms, payment dates, or helpful links to assist you with managing your food program.
- Please contact our office during regular business hours 8am-5pm. We are unavailable after 5PM.
- Please leave a voice message or send us an email to make contact after business hours. We will respond within 24 hours of your messages.
  - Reframe from texting or calling over the weekend. If your center is open on the weekends, we have dedicated staff person available to assist in case of an emergency or questions. If you are not open on weekends or a 24/7 childcare facility, we will respond the following Monday.

## **Procedures for Child Care Centers**

1. Keep a daily record of:
  - A. Menu served to children
  - B. Number of meals, by type, served to each child
  - C. Number of enrolled children in attendance
  - D. Number of enrolled children in the free and reduced-price category
  - E. Number of enrolled children in Title XX category (CCMS Children)
  - F. When using Minute Menu, you get more accurate reports and stay in compliance.
2. Notify the Sponsor of any changes in meal service, names of any children added or deleted from center, and monthly changes with Title XX children and children in free and reduced-price category.
3. Make all attendance forms with meal counts, menus, and Form 1530 Meal Production records available to your Sponsor by the 2<sup>nd</sup> of the following month. Must have Meal Benefit Income Form completed on a yearly basis for all children that qualify for free and reduced priced eligibility.
4. Serve meals to children, which meet CACFP Requirements.
5. Serve meals to all enrolled children without regard to race, color, national origin, sex, age, or disability.
6. Attend yearly mandatory training sessions required by sponsor.
7. Meet all local health and sanitary code requirements.
8. Meal Pattern Charts must be used to ensure the proper number of portions served according to each child age group. The meals quantity in Minute Menu automatically ensures the proper amount is calculated.
9. Meal Pattern Chart forms is given to every center upon enrollment of the nutrition program and updated on the Minute Menu System. These forms can be found on the TDA and USDA Website, which is required to be followed when preparing and serving meals and snacks.
10. Meal Production Records: When preparing meals or meal planning, all centers must use the Food Buying Guide to calculate the proper number of foods served for each age group on your Meal Production Records. The Food Buying Guide will aid in keeping your program in compliance. Please choose creditable foods listed in Food Buying Guide to ensure correct foods are served. When serving meat please use proper yield amounts for the different type of meats served as not all meat portions are calculated in the same quantity. The ***Food Buying Guide*** is specific in showing different quantity numbers. We encourage sites to create an account on the Food Buying Guide website for easy use and managing the food program and when completing their Meal Production Records.

11. Meal Production Records: When serving combination foods for one meal type, **For Example:** If you serve Jell-o and Fruit together, you must ensure you are serving the correct portion of the fruit since the Jell-O is not creditable. Both Jell-O and Fruit quantity cannot be combined. You must serve and properly document the correct portion for the fruit. Use The Food Buying Guide to help guide you.
12. Minute Menu Meal Production Records: When Minute Menu system is unavailable or if one of their forms are not to be in compliance with CACFP, please refer to the [www.squaremeals.org](http://www.squaremeals.org) for download and use Form 1530 Meal Production Records and Form 1535 Daily Attendance & Meal Counts. The forms can be completed by hand in blue or black ink, or you can type in if applicable. The Meal Production Records are also available the Excel program if you wish to type your food and quantity amounts.

## **Procedures for Child Care Centers**

(Training)

Apples & Oranges Corp provide training on Food and Nutrition and also train on how to properly complete Children Enrollment forms and the Meal Benefit Eligibility forms.

### **SEE TRAINING TOPICS FOR CENTERS AND STAFF**

AOC staff, sponsored sites, and new site staff who perform key CACFP activities must participate in or receive training in the following areas and subtopics:

- **Program Meal Pattern**

- o Infant and child meal pattern
- o Serving sizes for age groups
- o Creditable foods
- o Meal service styles
- o Accommodating special needs diets
- o Menu planning

- **Meal Counts**

- o Daily (point of service)
- o Weekly o Monthly

- **Claims Submission**

- o Due date
- o Late claims
- o Adjusted claims
  - **Claims Review Procedures**
- o Review elements
- o Adverse Action
- o Appeal rights

- **Recordkeeping Requirements**

- o Daily, weekly, monthly forms
- o CACFP Meal Benefit Income Eligibility Form (Child Care) and letter to households
- o Annual enrollment information
- o Meal production records
- o Attendance records
- o Financial records
- o Record retention

- **Purchase meals (FSMC/Vendor)**

- **Reimbursement System**

- o Claiming percentage
- o Administrative fee
- o Payment schedule

- **Civil Rights** TDA also provides Civil Rights training materials on the TDA website at <http://www.squaremeals.org>, click on F&N Resources, then “Training,” select “Online Education and Self Study”, and finally choose the English or Spanish course.

### **Procedures for Child Care Centers/Sites**

1. Apples & Oranges do not charge for additional services. (Up to 15% of Reimbursement)
2. Apples & Oranges will disburse all reimbursement payments to Centers within 5 working days of receipt of payment by Texas Department of Agriculture (TDA) for the corresponding.
3. Apples & Oranges will ensure that all meals claimed are only for eligible meals and meet CACF Requirements. This is conducted by reviewing the Food Buying Guide and Meal Pattern Chart to ensure the meals meet requirements and are reimbursable.
4. You must submit receipts on the 2nd of every month to validate every monthly claim
5. Apples & Oranges will reimburse Centers for 2 meals and 1 snack or 1 meal and 2 snacks per day.
6. Apples & Oranges will ensure that all meals claimed are to enrolled children without regard to race, color, national origin, sex, age, or disability.
7. Apples & Oranges will conduct at least 3 monitoring (quarterly at mealtime) per year – one of which is announced and 2 unannounced. We are allowed to monitor more than 3 times a year if a problem is presented during your contract year.
8. Apples & Oranges will not enroll any Centers who have been found guilty of committing fraud in the CACFP or placed on the serious deficient list.
9. Ensure that all centers maintain a current license, by receiving current copies of their yearly payment for renewal of the license. Proof must be submitted to our office by mail or fax, in order to continue participation in the Nutrition Program.
10. Apples & Oranges will report to TDA and Child Care License, any situation in the childcare center that threaten the health or safety of children in attendance.
11. Apples & Oranges will provide ongoing training without the year upon request.
12. Apples & Oranges require all sites to submit monthly bank statement on the 2<sup>nd</sup> of every month. The bank statement must be associated with the corresponding food service account and contain all pages

**Civil Rights Procedures for Centers Filing a Discrimination Complaint**

Please refer to *And Justice For All Poster* OR see information below:

**Mail:** U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW Washington, D.C. 20250-9410; or **FAX** (833) 256-1665 or  
(202) 690-7442; **Email:** [program.intake@usda.gov](mailto:program.intake@usda.gov).

## **Kid Kare by Menu Minute Systems Policy**

### **ENROLLMENT FORMS**

- A. Be sure the Enrollment Form is complete including each child's information with all *Red Highlighted Areas*. Be sure to get parent signatures on both forms. Enrollment and Meal Benefit Income Form.
- B. All Enrollment Forms should be signed the first day the child is in attendance.
- C. All income information must be legible on the Meal Benefit Income Eligibility Form.
- D. Make sure all children information is documented correctly in the Minute Menu.

### **ATTENDANCE SHEETS & MEAL COUNTS**

- A. Be sure to count children in daily attendance daily and meals counts on Form 1535. Must be marked manually on form daily before transferring on the Minute Menu System.  
The form 1535 must list children the full name of each child and no nick names on forms.
- B. Must complete meal counts daily into Minute Menu, after transferring your count/number from Form 1535 Daily Attendance and Meal Counts
- C. The Parent Sign-in and out on the attendance is optional and not required.
- D. When school is out, check the "School out Tab" when school is not in session for centers after-school children.

### **MENUS**

- A. Make sure that all meals submitted for reimbursement are completed in all categories. Double Check the Minute Menu sections to ensure all sections is properly documented.
- B. Be sure to select a specific item as to what kinds of 100% juice, meat, vegetables, and fruit that's being served are displayed in the meal section correctly, including infant menus. Select all CN Labeled processed foods when serving this food. All CN Labels must have the CN Label 5-digit number listed on the Meal Production Records or attached to the records to verify it's valid. All centers who serve processed foods must be kept CN Labels on file, updated in the data base, and ensure CN Labels are valid within the 5-year acceptance. All CN Label's must be on file with your sponsor. Each center has a CN Label File Folder if they are serving processed meats. Place veggies under the vegetable section and fruits in the fruit section.

- C. Any meals that are not fully documented or not in compliance with CACFP guidelines will not be reimbursed.
- D. Recheck all paperwork for your signature and any errors.
- E. Any special needs diets will need to have a doctor's statement on file showing the special diet or food substitution. If the special diet is a parent's personal preference the parent should write a letter stating, why their child cannot consume a certain food. Keep on file for your records.



### **Apples & Oranges Corp Visits**

- A. In addition to our regularly scheduled visits one of our staff may include additional visits.

You can expect the following criteria to be monitored.

1. Number of children present compared to normal ones claimed each day.
2. Documentation of Daily Attendance Records and Menus (kept daily).
3. Meal components.
4. Registration, Menus, Non-discrimination forms, And Justice For All Poster, building for the Future both in English and Spanish, and WIC both English and Spanish are posted in an area that is visible to all parents and visitors.
5. Cleanliness in all areas including the kitchen, refrigerator, and garbage receptacles.

### **GENERAL**

- A. Paperwork must be done daily manually on your printed copies and record in the Minute Menu daily. You must check meals at the point of meal service.
- B. Paperwork must be submitted via Minute Menu by the 2nd of each month.
- C. Registration, menus, and non-discrimination forms must be posted where the parents and others who visit your center can view the nutrition required postings.
- D. All CACFP documentation must to be kept on file for 3 years.
- E. You may use pre-planned cycle menus that you have developed for your own use, provided that all meal components are recorded at the time of meal service.
- F. As a sponsoring agent we cannot submit a claim for meals or supplements that is served to children more than the Facility's Licensed Capacity.
- G. Every center must email and submit AOC monthly finance form, time distribution forms, and receipts by the 2nd of each month. We will not send reimbursement payments without reviewing your receipts first

## **Kid Kare by Minute Menu Policy**

All Child Care Centers and Shelters *must* enroll on Kid Kare by Minute Menu to participate on the food program. All centers submit their monthly claim to Minute Menu Electronic Systems. ALL centers *must* record by the end of day on a *daily basis* to capture and record children “Daily Attendance and Meal Counts” in the Minute Menu Electronic System:

All Centers MUST check children Attendance and Meal Counts Manually and on Kid Kare by Minute Menu:

- (1) Child Care Centers must check attendance and meals counts manually on preprinted forms. Centers can download the “blank attendance and meal count forms” from Minute Menu OR download from squaremeals.org form 1535. Directors must ensure teachers are checking attendance and meal counts at the point for every meal service. By the end of the day, the numbers should be transferred into Minute Menu Systems.
- (2) All manual Daily Attendance and Meal Count Forms as well as ALL CACFP documents must be kept on file by the center for 3 years.
- (3) Even if your center record attendance and meals daily in the Minute Menu System, you must keep your manual original forms on file.
- (4) If you record only on the preprinted forms (Minute Menu Form/Form 1535) you must submit forms by the 2<sup>nd</sup> of every month to Apples & Oranges. You may email forms or mail to Apples & Oranges office.



## **Qualifications to participate in the Food & Nutrition Program**

### **Child Care Centers- For Profit & Non-Profit**

- You must provide a copy your license permits from Texas Department of Family and Protective Services via Child Care License Department.
- A for-profit childcare center you can participate if 25% of the enrolled children or 25% of the licensed capacity (whichever is less) are eligible for free or reduced-price meals or received Title XX benefits, which is **CCMS**.
- Non-profit centers do not need to meet the 25% eligible status for free and reduce meals.
- Must operate a non-profit food service program if your center qualifies.
- Organizational Chart –Shows all staff names & job positions.
- If you're a non-profit center, you must provide a copy of 501 (c) (3) letter from IRS

### **Emergency Shelters**

- Emergency Shelters are exempt from licensing requirements.
- Copy of 501 (c) (3) Letter from IRS
- Facility Inspection Report- Fire Department or City Code
- Organizational Chart of Staff Call for more Information.

### **Child Care Centers with At-Risk Program Onsite**

- You must provide a copy your license permits from Texas Department of Family and Protective Services
- Flyer with letterhead indicating your enrichment activity plans with the children.
- School data & zoning info to qualify site to participate in the area. AOC can provide the school information for all at-risk sites.
- 501 (c) 3 Letter from IRS if nonprofit

**Note:** Parents whose children participate in the at-risk afterschool program do not have to complete enrollment forms or meal benefit income forms. However, children attending the at-risk sites must capture the attendance, meal counts, and create meal production records (a menu), to stay in compliance with the At Risk Program.

This program serves after-school kids ages 1-18 years If at- risk programs serve meals on the weekends, kids as young as 2 years of age are eligible to participate.

**NOTE:** At risk sites do not have a right to request an appeal if claims are determined to be disallowed according to CACFP Policy. A letter of explanation will be attached, explained, and highlighted when it occurs.

## **RECEIPTS- PURCHASES OF FOOD & MILK**

All centers must submit food and milk receipts by the **2<sup>nd</sup> of each month** via upload in Minute Menu System by Kid Kare. Each center must keep copies of receipts and invoices on file. Also, along with your receipts you must include your monthly finance report and time distribution reports, if applicable.

Your receipts should never indicate food stamps are used to benefit your center while participating on the food program. If your center is found purchasing food or milk with food stamps this will be grounds for terminating your contract with AOC. This is called fraud and food stamps cannot be used to purchase food for your childcare center. We encourage all sponsored sites to use integrity while participating on the food and nutrition program with Apples & Oranges Corp.

## **FOOD DONATIONS**

If your program can operate on food donations alone, your center should not participate in the CACFP. We recommend your center use the reimbursement funds to help offset the cost of other related childcare expenses, so you're able to purchase healthy foods, milk, and non-food related items while participating on food and nutrition program.

Food donations should be limited to grain products like cereal, crackers, bread, canned foods, or rice. This does not mean your center is free from purchasing grain products due to donated foods. Please note your center should purchase all foods for your program regardless, you should use caution when accepting donations. We do understand that some people love donating to nonprofit childcare programs like church childcare centers so if this happens here's AOC policies regarding food donations:

1. Do not ask for food donations. Anyone donating should be aware that your center is receiving federal funding under the CACFP & USDA Food Program.
2. Please do not accept any food PERIOD that is not store bought.
3. Do not accept food expired and prepared in people's home.
4. Do not accept farm garden's foods and home garden's foods grown in people's backyard. These foods should not be offered or consumed by children enrolled in your program.
5. Make sure the food is creditable according the CACFP Food Buying Guide.
6. We will ask for all donation receipts that apply to your food and nutrition program.
7. Donation receipts should bear all of the following elements showing dates, name of donor, address, phone, amount of donation, how often donated, and what item is donated, and value of donation.

## **MILK DONATIONS**

All childcare centers receiving milk donations from parents or other sources should review instructions on milk donations. Be sure to check the expiration date before accepting donated milk. Centers should not ask for milk donations. Your center should be purchasing milk with the funds distributed to your center monthly. Centers must inform donors if milk donations are made it must be purchased from a store, food distribution, or milk company. Milk donations must be 1% or less milk for children over the age of 2 or whole milk for ages under the age of 2. Centers must have the following elements on all donation receipt:

- Donors first & last name
- Date of donation
- A type of donation
- Value of donation
- Address
- Phone Number

**Note:** Child Care Centers licensed for 50 and under can accept 5 Gallons per month. If licensed for over 50 centers can accept 10 Gallons per month.

### **Children Parties & Celebrations at the Center**

When children are celebrating birthday parties or holiday events food that's already prepared it cannot be claimed. To claim the meal, you must first serve from your menu. Centers may still serve additional foods, but only after your regular meals have been served first to legally claim the meal. **Note:** All components including milk must be served to children to be considered a reimbursable meal.

**Note:** Some party foods are junk foods and not considered creditable food according to the USDA Food Buying Guide. Please refer to the USDA Food Buying Guide for clarity if you have any concern or questions.

**For example:** If a child is celebrating a birthday party and mom bring a cake, ice cream, chips, fruit punch, etc., and it's decided that the regularly scheduled PM Snacks will not be served you cannot claim the snack. However, as stated above if you wish to serve your PM snack first with all required food components, and afterwards serve the store-bought foods, you may claim your PM snack. It's to your discretion.

## **ADMINISTRATIVE FEE POLICY**

Apples & Oranges Corp administrative budget must demonstrate that the administrative costs to be charged to the program do not exceed 15 percent of the meal reimbursements estimated or earned during the budget year. We will use our projected meal reimbursements as an estimate to request approval of administrative costs in the Budget. The costs must be approved prior to charging administrative costs. When calculating an amount to retain, we must carefully evaluate and monitor the reimbursement against allowable administrative expenses to effectively identify what additional monetary support is required to successfully operate the program and identify the true limit of that amount. Retaining an amount in excess of 15% of the meal reimbursements estimated, or actually earned, will result in a cost disallowance. We will:

- Identify the percentage to retain based upon our prior year's total allowable program reimbursement, or prior year's net allowable administrative costs;
- Operate a budget that has been evaluated and approved by TDA during the application process;
- Exclude cash-in-lieu when calculating the administrative fee;
- Monitor allowable reimbursement and allowable administrative expenses on a quarterly basis and reconcile the calculated administrative fee to those amounts;
- Have documentation available upon request to support and verify that the actual allowable reimbursement or net allowable administrative costs (whichever is less) justifies the rate;
- Maintain an internal source document that captures the Federal Fiscal Year's (Oct-Sept.) reimbursement earned by each sponsored center, sponsor fee withheld from each reimbursement, the amount paid to the sponsored center, and all administrative costs charged to the Program. The sponsor is required to use this information to conduct a year-end reconciliation that captures the following information:
  - o Total reimbursement for the federal fiscal year (October-September);
  - o Total sponsors fee withheld;
  - o Amounts paid out to the sponsored centers; and
  - o Total Administrative costs charged to the Program.
- Complete the Year-End Administrative Fee Reconciliation document by September 30th after the close of each Program year; and
- At the end of the Program year, return to their sponsored centers any amount retained in excess/overage of the required net allowable administrative costs or 15%. The president will conduct a second manual verification of claims each month to ensure that the electronic calculations are accurate before submitting claims. We will keep manual records and year end reports in a file cabinet, ready for review for the required three years at our headquarters location

Added Policy as of October 1<sup>st</sup>, 2021

## **SPONSOR LEVEL CLAIM RECONCILIATION POLICY**

Apples N Oranges Corp requires that all participants use the selected electronic software program such as Minute Menu to aid in managing center and site claim records. This process, in concept and in practice, is intended to be fairly simple. Centers and sites must do their part according to the site level policy. As part of the sponsor level policy the Administrative Team will review each site every claim month. Apples & Oranges must manually reconcile and ensure consistency of three critical elements—enrollment, attendance, and meal count in comparison to electronic software data. If the data are consistent, it is likely that the center and or site is keeping accurate enrollment and attendance records and correctly reporting the number of meals served each day. If the data are not consistent, we the sponsor will try to determine the reasons for the discrepancies and

any corrective actions that would be needed. The President will determine whether meals will be disallowed or an overclaim should be established. Meals will not be disallowed if there is a reasonable explanation or the inconsistency.

**The Administrative Assistant is responsible for:**

- Review 1/2 sites meal counts
- Review 1/2 sites current enrollment forms
- Review 1/2 sites attendance records
- Document and report all findings to the President

**The Vice President is responsible for:**

- Review 1/2 sites meal counts
- Review 1/2 sites current enrollment forms
- Review 1/2 sites attendance records
- Document and report all findings to the President

**The President is responsible for:**

- Evaluate data and findings from AA and VP
- Compare manual claim data to electronic data
- Submit claim to TXUNPS

**Steps for Manual Review of Sites**

- Identify the number of children participants in attendance during the claim period.
- Compare total meal counts to daily attendance to ensure that meal counts for each approved meal type did not exceed the number of children participants in attendance on any day.
- Compare total enrollment, in facilities where enrollment forms are required, to daily attendance to ensure that the number of children participants in attendance did not exceed the number who were enrolled.
- If meal counts cannot be reconciled with enrollment or attendance data, determine the source of the error and appropriate corrective action.
- If necessary, take further steps, such as initiating an unannounced visit, to determine whether corrective action and disallowance of meals or establishment of an overclaim are warranted.

Added & Revised Policy as of October 1<sup>st</sup>, 2021

## INVENTORY POLICY

This policy exists to ensure inventory copies provided are in compliance with inventory requirements to establish cost. It will also confirm the inventory records show the non-food and food items on hand at the beginning and end of the period, inventory adjustments, and the total value of the beginning and ending inventory. All food service programs require decisions on how much food and associated nonfood items should be purchased each time an order is placed and how much stock is appropriate to have on hand. These decisions are part of inventory management. Having enough supplies available on hand for meal preparation--but not too much--is a delicate balance to maintain. Having a system in place for accurate and controlled inventory management will help the facility save money and offer high-quality meals. Childcare centers must document how many meals are served, what kinds of foods are prepared and served, which vendors are used to procure food and supplies, and what ingredients are needed to make weekly meals—this is part of what is tracked in inventory management. The Code of Federal Regulations (CFR) Part 226 states that sponsoring programs for the Child and Adult Care Food Program (CACFP) must demonstrate fiscal accountability for funds received to implement the CACFP. One such way that this is done is through accurate record keeping, including a summary of inventory. The CACFP requires sponsors to conduct an annual physical inventory as part of the fiscal-management process. An annual inventory is an itemized listing of all unopened food and nonfood supplies that a facility has on hand at the end of the fiscal year. Inventory represents money in the form of previously purchased food and nonfood supplies. The monetary value of inventoried items must be included in the determination of the food and nonfood costs incurred at the end of one fiscal year and the beginning of the next fiscal year. To complete annual inventory requirements, a count of all food and associated nonfood items, such as paper goods, that are physically present in the facility is taken at the end of each fiscal year. These values, in turn, become the starting inventory values for the next fiscal year.

Added & Revised Policy as of October 1<sup>st</sup>, 2021

### **Meal Production Records Policy:**

When preparing meals or meal planning, all centers must use the Food Buying Guide to calculate the proper number of foods served for each age group on your Meal Production Records. The Food Buying Guide will aid in keeping your program in compliance. Please choose creditable foods listed in Food Buying Guide to ensure correct foods are served. When serving meat please use proper yield amounts for the different type of meats served as not all meat portions are calculated in the same quantity. The Food Buying Guide is specific in showing different quantity numbers. We encourage sites to create an account on the **Food Buying Guide** website for easy use and managing the food program and when completing their Meal Production Records. When serving combination foods for one of your meal styles, **For Example:** If you serve Jell-o and Fruit together, you must ensure you are serving the correct portion of the fruit since the Jell-O is not creditable. Both Jell-O and Fruit quantity cannot be combined. You must serve and properly document the correct portion for the fruit. Use The Food Buying Guide to help guide you. When Minute Menu system is unavailable or if one of their forms are not to be in compliance with CACFP, please refer to the [www.squaremeals.org](http://www.squaremeals.org) for download and use Form 1530 Meal Production Records and Form 1535 Daily Attendance & Meal Counts. The forms can be completed by



hand in blue or black ink, or you can type in if applicable. The Meal Production Records are also available the Excel program if you wish to type your food and quantity amounts.

Added & Revised Policy as of October 1<sup>st</sup>, 2021

### **SPWA POLICY**

The USDA, FNS Instruction 796-2, Revision 4 and Title 2, Code of Federal Regulations (2 CFR), Part 200 establish guidelines for the financial management of CACFP reimbursement funds. These guidelines include, but are not limited to, information on CACFP allowable costs, and the level of approval required for such costs. All costs, including food, require prior approval before the cost is incurred. Some expenses require specific prior written approval by the TDA or the FNS, depending on the nature of the cost. Costs that require specific prior written approval must be submitted separately in TX-UNPS by selecting "Request for Specific Prior Written Approval" in applications. After selecting request for specific prior written approval, select "create a request" and follow the prompts. Apples & Oranges Corp must upload all supporting documentation before the request can be considered. Apples & Oranges Corp will receive an automated email that either approves or denies the requests or indicates a need for correction. Once approved Apples & Oranges Corp must amend the budget to add the item in the appropriate cost category. If Apples & Oranges Corp fails to amend the budget to include the cost and uses Program funds, the cost will be disallowed, and Apples & Oranges Corp will be required to repay the non-profit food service. NOTE: SPWA is only valid for the Program year in which it was obtained. Apples & Oranges Corp must request SPWA each year for costs requiring SPWA. The cost and the required supporting documentation cannot be carried forward from one year to the next." The president will ensure that Administrative Assistant, Rebbie Allen perform the budget and specific prior written approval monthly. The president will also review the budget for amendments monthly.

Effective August 1, 2021 we adopted the following list of expenses that require an SPWA, according to FNS INSTRUCTION 796-2 REV. 4 Exhibit I

Added Policy as of October 1<sup>st</sup>, 2021

**EACH SITE MUST KEEP COPIES ON FILE FOR ALL YOUR RECORDS & SUBMIT ALL ORIGINAL FORMS TO OUR OFFICE.**

I have read all policies and procedures of Apples & Oranges Corp and I fully understand each section of the client handbook relating to the CACFP.

\_\_\_\_\_  
Signature of Center Staff

\_\_\_\_\_  
Date

This entire handbook was revised and updated on:

October 1<sup>st</sup>, 2021

AOC is an equal opportunity employer. We are prohibited from discriminating against anyone on the basis of race, color, age, national origin, sex, and disabilities.