

CONNECTICUT STATE DEPARTMENT OF EDUCATION
OFFICE OF CHILD NUTRITION
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MEMORANDUM

TO: Child and Adult Care Food Program (CACFP) Day Care Home Sponsors

FROM: Maureen B. Staggenborg, Director
Office of Child Nutrition

DATE: January 17, 2003

SUBJECT: Operational Memorandum - #04H-03
I. DRAFT Statewide Termination Procedures-Day Care Homes
II. REVISED Accepting/Rejecting Infant Formula Form

I. DRAFT Statewide Termination Procedures-Day Care Homes

During the September 2002 conference call on the Interim Rule, *Child and Adult Care Food Program (CACFP): Implementing Legislative Reforms to Strengthen Program Integrity*, disqualification of homes and appeals for providers were discussed. At that time it was also discussed that the *Statewide Termination Procedures* were under revision.

Enclosed is a DRAFT copy of the revised procedures. It represents a major change from the previous. There are three separate areas included in the overall procedure:

- ***Serious Deficiency Process***: this section provides detailed instruction on notification and provider agreement termination and disqualification.
- ***Suspension of Participation***: this section provides criteria for suspension and the process to follow.
- ***Provider Appeal Rights***: this section details the procedure that each sponsoring organization must follow in providing appeal (administrative review) rights to providers.

It must be noted that although disseminated in DRAFT form, the Termination Procedures are in effect and must be followed. Review the document immediately to ensure compliance with the requirements. Sample forms and prototype letters are incorporated. If electronic copies of prototype letters and/or forms are needed prior to the final document distribution, contact the Office of Child Nutrition.

A conference call will be scheduled to answer any questions on the Procedures. The date along with the specifics for the call will be forwarded under separate cover. However, do not hesitate to contact the Office of Child Nutrition if there are immediate questions.

II. REVISED Accepting/Rejecting Infant Formula Form

In August 2002, a revised list of approved CACFP infant formulas and a form for accepting or rejecting infant formula were distributed to all family day care sponsors (*Operational Memorandum #20H-02: Allowable Infant Formulas in the CACFP, August 19, 2002*). While the formula list is correct, an error was discovered in the accompanying form, "Accepting/Rejecting Infant Formula in the Child and Adult Care Food Program." On the second page under "Follow Up Iron Fortified Formula," the last bullet under "When served to infants under 6 months of age" should say "Ross **Isomil** 2 Soy Toddler Formula (soy based)" instead of "Ross **Similac** 2 Soy Toddler Formula (soy based)."

This correction has been made on the enclosed form, "Accepting/Rejecting Infant Formula in the Child and Adult Care Food Program," dated January 2003. Please discard the previous edition (August 2002) and replace with this revision.

If you have any questions, please feel free to contact the Office of Child Nutrition.

MBS:crt
Om #04H-03 (1-17-03)K
Enclosures:
Statewide Termination Procedures
Accepting/Rejecting Infant Formula