

CONNECTICUT STATE DEPARTMENT OF EDUCATION
BUREAU OF ADULT EDUCATION AND NUTRITION PROGRAMS
25 INDUSTRIAL PARK ROAD
MIDDLETOWN, CT 06457-1543

MEMORANDUM

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

FROM: Maureen B. Staggenborg, Acting Chief
Bureau of Adult Education and Nutrition Programs

DATE: August 15, 2003

SUBJECT: Operational Memorandum - #16H-03
I. Statewide Termination Procedures-Day Care Homes (8/03 Revision)
II. CACFP Data System

I. Statewide Termination Procedures-Day Care Homes

Enclosed is the final version of the *Statewide Termination Procedures for CACFP Homes (8/03 revision)*. The draft was disseminated January 2003 via Operational Memorandum #04-03 and instruction was provided indicating that the Termination Procedures were in effect and must be followed although it was in draft form.

To restate the information previously provided, there are three separate areas 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.

The content included in the draft remains unchanged except for two minor changes on page 12:

Item #2: In the first line "will" was changed to "may".

Item #8: It now stipulates that the Administrative Review (Appeal) Official will provide "written notice".

Current procedures require the sponsoring organization to provide to the State agency a copy of all notices sent to the provider throughout the seriously deficient process. **Effective immediately the attached cover sheet must accompany the State agency copy of the Letter (Notice) of Termination and Disqualification that is sent to a provider that is being terminated/disqualified from CACFP participation.**

The Termination Procedures will be further discussed at the upcoming training. It is recommended that you bring a copy of the current procedures for your reference and note-taking.

II. CACFP Data System

New CACFP Database software will soon be available to replace the existing DOS application which was implemented in 1997. Dennis Finn of Systems Specialists is responsible for the new software.

In preparation for the new software a survey was designed to determine the hardware and software systems currently being utilized by each sponsoring organization. The survey also provides information regarding the hardware and operating system that is required.

Please complete the survey to the best of your ability and have it available at the August 20th training. The information provided will be reviewed and follow-up phone calls will be made if necessary. Additional information regarding the change-over process will be discussed at the training.

If you have any questions, please feel free to contact Charlene Russell-Tucker at 860-807-2071.

MBS:crt
K/cnshared/CNP memos/2003/Homes/Om #16H-03 (8-15-03)

Enclosures:
Statewide Termination Procedures-Revised 8/03
CACFP Provider Disqualification Cover Sheet
CACFP Local Homes Software Survey