

Policy Cheat Sheet

Documentation required for Compensation Policy

Missing or Incomplete	FNS Instruction 796-2 Revision 4
	(a) Rates of pay;
	(b) Hours of work, including breaks and meal periods; and
	(c) The institution's policy and payment schedule for regular compensation, overtime, compensatory time, holiday pay, benefits, awards, severance pay and payroll tax withholding. The timing and frequency of the institution's payments to its employees will follow a routine schedule as directed by its human resource policy. For example, it may compensate employees weekly, bi-weekly, or monthly.
	Regular compensation
	Overtime
	Compensatory time
	Holiday pay
	Benefits
	Awards
	Severance pay
	Payroll Tax Withholding
	Timing and frequency of the institution's payments to its employees will follow a routine schedule as directed by its human resource policy
	(d) The compensation policy must also reflect the requirements of the U.S. Department of Labor's FLSA, which directs whether non-salaried employees are compensated for overtime or compensatory time whenever time worked exceeds eight hours per day or forty hours per week.

Documentation required for Code of Conduct Policy

	Prohibit employees from soliciting gifts, travel packages, and other incentives from prospective contractors
	Prohibit an employee from participating in the selection, award, and administration of any contract to which an entity or certain persons connected to them, have financial interest.
	Provide for Child Nutrition Program (CNP) operators to set standards when financial interest is not substantial or the gift is an unsolicited item of nominal value and may be acceptable.
	Must provide for disciplinary actions to be applied in the event the standards are violated.

Documentation required for Procurement Policy (226.22(c))

	Procurements by public institution comply with applicable State or local laws and standards set forth in 2 CFR part 200, subpart D and USDA implementing regulations 2 CFR part 400 and part 415
	Procurements by private nonprofit institutions comply with standards set forth in 2 CFR part 200 subpart D and USDA implementing regulations 2 CFR part 400 and part 415; and

	All procurements comply with the procurement requirements in paragraphs (d) through (m) of this section

Sponsoring Organization Administrative Review Procedures

Requirements for FDCH Appeal Procedures
42(a). Ensure that FDCH have the opportunity to appeal a notice of intent to terminate and disqualify for cause or a suspension of its participation? [226.6(l)(2)]
42(b). Ensure that neither the SA nor the SO offers an administrative review for reasons other than those listed above? [226.6(l)(3)]
42(c). Provide FDCH with a copy of the FDCH appeal procedures administrative review procedures: to all day care homes annually; to a day care home when the sponsoring organization issues a notice of intent to terminate and disqualify or a notice of suspension; and at any other time upon request? [226.6(l)(4)]
42(d). Ensure that the FDCH may retain legal counsel, or may be represented by another person? [226.6(l)(5)(ii)]
42(d). Ensure that the FDCH has the opportunity to review the entire record on which the suspension or the proposed termination was based, and to refute the bases for these actions in writing? [226.6(l)(5)(iii)]
42(f). Ensure that the FDCH review official is independent and impartial? [226.6(l)(5)(iv)]
42(g). Ensure that the review official's decision is based only on information provided by the sponsor and the FDCH, and on Federal and State laws, regulations, policies or procedures? [226.6(l)(5)(v)]
42(h). Ensure that the review official renders his/her decision within the time allotted in the SA or sponsor's appeal procedures? [226.6(l)(5)(vi)]
42(i). Ensure that the decision rendered by the hearing official is the final administrative determination afforded to the FDCH? [226.6(l)(5)(vii)]

Confidentiality Policy

Maintained under safeguards that restrict access of records only to authorized personnel
--

Non-Pricing Program Policy

Nonpricing Programs are those in which no separate charge is made for the meals served to participants. If any funds are collected that support the food service, it is in the form of a general tuition charge that covers all areas of the day care services provided. No portion of tuition payments is specifically earmarked for food service, therefore, there is no separate charge for meals nor is money exchanged at meal time.
A policy statement must be developed that assures all participants are served the same meals at no separate charge regardless of race, color, national origin, sex, age, or disability and that there is no discrimination in the course of the food service.

<p>This statement shall also contain an assurance that there will be no identification of children in day care homes in which meals are reimbursed at both the tier I and tier II reimbursement rates, and that the sponsoring organization will not make any free and reduced price eligibility information concerning individual households available to day care homes and will otherwise limit the use of such information to persons directly connected with the administration and enforcement of the Program.</p>
--

Pricing Program Policy

Pricing Programs are those in which a participant who does not qualify for free meals is charged for any meals served. This may be a direct payment from the participants at the time the meal is served or it can be included as part of a tuition payment which is specifically earmarked for food service.
Independent centers or sponsoring organizations that charge separately for meals must develop a policy statement that:
Identifies criteria used to determine eligibility for free and reduced-price meals;
Identifies the method used to accept applications for free and reduced-price meals;
Identifies the method used to collect payments from participants paying the full or reduced-price of the meal that will maintain the individual's privacy concerning the payment amount;
Provides for a hearing procedure for participants to appeal an eligibility determination at the time an application is taken and/or if it is chosen for verification of income and denied;
Provides an assurance that there will be no overt identification of free and reduced-price meal recipients and no discrimination against any participant on the basis of race, color, national origin, sex, age, or disability, and
Provides specific guidelines that must be followed concerning the charges that may be made for the meals.

Edit Checks 226.10(c)

At a minimum, the sponsoring organization's edit checks must:
Verify that each facility has been approved to serve the types of meals claimed; and
Compare the number of children enrolled for care at each facility, multiplied by the number of days on which the facility is approved to serve meals, to the total number of meals claimed by the facility for that month. Discrepancies between the facility's meal claim and its enrollment must be subject to more thorough review to determine if the claim is accurate.
Edit checks of sponsored centers
Prior to submitting its consolidated monthly claim to the State agency, each sponsoring organization must conduct reasonable edit checks on the sponsored center's meal claims, which at a minimum, must include those edit checks specified at 226.10