

MEMORANDUM

July 15, 2021

TO: ALL FDCH PROVIDERS

FROM: EARL TARVER, PROGRAM COORDINATOR

SUBJECT: Administrative Review Findings & Recommendations, Online Services

We are in the process of renewing Old Permanent Agreements, Civil Rights Assurance, and Site Information with all providers that currently participate with the ACHR, Inc. Family Day Care Home Program. Several new things have taken place in regards to program requirements.

Effective October 1, 2021, the following should be completed and renewed

- New Permanent Agreements
- Civil Rights Assurance
- New Site Information Sheet that includes open and closure dates (modified each month as needed)
- Update Currently Held Licenses
- Income Eligibility Forms (IEF) Providers Own Children or Tier II home approvals for higher payments
- Program forms in Electronic Format (PDF) will be available online only. We will no longer have paper copies available after the date above, which includes Meal Attendance, Menus, Enrollments, Income Eligibility Forms, and Sign-In/Out. Following administrative review, forms will be available via the agency website. Please visit WWW.achr.com to download any program forms needed/or required to operate successfully.
- You will need to print, complete, and submit documents with original signatures as usual via both email and postage system.
- New approved versions of forms by the State Department of Education CNP Division will be uploaded as they become available to our site. Please use only the most current approved version of forms to return to the sponsor in a timely manner to validate your monthly claim.
- Mandatory deadline to get online with WWW.KidKare.com (formerly Web Kid) is used securely to submit claims, meals, enrollment, etc. for over 7 years and has been an excellent partner. After the Audit and Administrative Review Findings and Recommendations, all providers are required to get online, **NO EXCEPTIONS**. If you have lost your login and password and need assistance getting started, we are here to assist in the process. This has become necessary, to increase the overall efficiency and effectiveness and gives auditors and reviewers needed documents. There is no excuse not to be online and we must follow findings and recommendations when cited. The findings and recommendations can reduce the overall sponsor operation cost and all entries have to be online at the start of new contract year beginning October 1, 2021. This may be an inconvenience in the beginning phase, but it is not without cost consideration that we move to online process of all claims. It is in the best interest of the Program Sponsor to get all providers both current and new online following State recommendations. Providers have the choice to continue as participants or terminate for convenience.
- **Please refer to Item # 2 under Rights and Responsibilities of Sponsor and Item #19 under Providers Rights and Responsibilities in Permanent Agreement** This gives both the sponsors and providers a choice to participate per the Permanent Agreement. (Now is the perfect time to get additional training and to make a transition to online.)
- State Organizations and Sponsors of Nutrition programs are recommending transitioning to full online process for overall program integrity to all programs.