

NON-COMPLIANT PROVIDERS

- PURPOSE:** To establish procedures when a family provider is found to be non-compliant during a state agency monitor review.
- SCOPE:** Sponsors and providers participating in the Child and Adult Care Food Program (CACFP).
- DESCRIPTION:** When a provider is found to be out of compliance during a monitor review visit by state agency personnel, the sponsoring organization will be notified by certified mail along with a copy of the monitor review form. For purposes of this policy, out of compliance is defined as not having current record keeping (including menus and daily participation records), not following meal pattern requirements, and/or caring for more children than the licensed capacity permits. The sponsor must conduct a technical assistance visit within ten working days of notification to instruct the provider on how to be in compliance and document the visit indicating what was discussed. This documentation should be signed and dated by the provider and the sponsor representative and a copy forwarded to the state agency.
- The state agency will then conduct two unannounced visits to monitor the provider's compliance. This will be done within sixty days following the technical assistance visit.
- If noncompliance is still occurring, the provider will be declared seriously deficient and terminated by the State agency from participation in the CACFP.

This policy is effective January 1, 1997.

- SOURCE:** Indiana Department of Education
Division of School and Community Nutrition Programs