

Sponsor Letterhead

Serious Deficiency Process Letter A: Serious Deficiency Notice

Date

Provider's Name

Provider's Street Address

Provider's City, State, Zip code

Licensed/Unlicensed Provider Number/Sponsor Assigned Provider Number

Provider's Date of Birth

Certified Return Receipt #

Notice of Serious Deficiency

Dear [Provider]:

This letter is being sent via [certified mail, return receipt (or the equivalent private delivery service), by facsimile or by e-mail address and regular mail]. It will be considered delivered five days from the date it is mailed. [Sponsor] has a responsibility to the United States Department of Agriculture (USDA) and the Michigan Department of Education (MDE) to properly monitor child care providers to ensure compliance with the regulations and requirements of the Child and Adult Care Food Program (CACFP).

SERIOUS DEFICIENCY DETERMINATION

Based on the [review/household contact, etc.], we have determined that you are seriously deficient in your operation of the CACFP. [Insert brief description for the basis of the serious deficiency determination including dates and times]. You have failed to meet the following requirements:

[List specific regulation citations and/or specific citations from the sponsor/provider agreement that supports the serious deficiency determination – see also the FY 2012 FDCH Sponsor Memo entitled Serious Deficiency Process.]

The findings of a serious deficiency cannot be appealed and must be permanently corrected. You must complete and return a written plan of corrective action specifically detailing how you plan to permanently correct the serious deficiency(ies). The documentation must be received (not just postmarked) by [corrective action deadline – not to exceed 30 days]. To ensure implementation of your corrective action, your next home review will be unannounced.

If you do not fully and permanently correct all the serious deficiencies and submit documentation of the corrective action by [due date], we will:

- Propose to terminate your agreement to participate in the CACFP for cause.
- Propose to disqualify you from future CACFP participation.

In addition, if you voluntarily terminate your agreement after receiving this notice, we will propose to disqualify you from future CACFP participation. Should it become necessary to proceed with a proposed termination and disqualification, you may request an appeal at that time. If disqualified, you will be placed on the National Disqualified List (NDL). While on the list, you will not be able to serve as a principal in any institution or facility or as a day care home provider in the CACFP for seven years after your disqualification date. However, if any debt relating to the serious deficiencies has not been repaid, you will remain on the NDL until the debt has been repaid.

Please contact [staff name, title] at [phone number] if you have any questions or require any additional information.

Sincerely,

cc: Michigan Department of Education
Michigan Department of Human Services, Bureau of Child and Adult
Licensing
Provider file