RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

MICHAEL P. FLANAGAN
STATE SUPERINTENDENT

FISCAL YEAR 2013
CHILD AND ADULT CARE FOOD PROGRAM
FAMILY DAY CARE HOME SPONSOR MEMO #3

TO: Family Day Care Home Sponsors

FROM: Kyle L. Guerrant, Director
Office of School Support Services

DATE: December 7, 2012 (12.4) 12-7-12

SUBJECT: **Facility Review Requirements – Review Averaging**

ACTION: **Send notification to CACFP if review averaging is utilized.**

The second Interim Rule, Child and Adult Care Food Program: Improving Management and Program Integrity, effective October 1, 2004, included the following facility review requirements in 7CFR 226.16(d)(4)(iii) & (iv):

- Each facility must be reviewed three times per year
- At least two of the three reviews must be unannounced
- At least one unannounced review must include a meal or snack observation
- At least one review must be made during each new facility's first four weeks of operation
- Not more than six months may elapse between reviews

A former interim rule permitted sponsors, at their discretion, to "average" their reviews of facilities. The intent of this change is to permit sponsors to focus their review efforts on facilities that are more likely to commit errors (i.e., newer facilities and facilities with a history of operational problems). The sponsor must inform the Michigan Department of Education (MDE) that it will utilize the "review averaging" option and must describe how it plans to implement it.

This Final Rule, issued June 13, 2011, now incorporates into the Child and Adult Care Food Program (CACFP) regulations, additional modifications, clarifications, and technical changes to the two Interim Rules published by the United States Department of Agriculture on June 27, 2002, and September 1, 2004.

STATE BOARD OF EDUCATION

JOHN C. AUSTIN – PRESIDENT • CASANDRA E. ULBRICH – VICE PRESIDENT
NANCY DANHOF – SECRETARY • MARIANNE YARED MCGUIRE – TREASURER
RICHARD ZEILE – NASBE DELEGATE • KATHLEEN N. STRAUS
DANIEL VARNER • EILEEN LAPPIN WEISER

608 WEST ALLEGAN STREET • P.O. BOX 30008 • LANSING, MICHIGAN 48909
www.michigan.gov/mde • (517) 373-3324

FDCH Sponsor Memo #3
December 7, 2012

USDA-FNS Regulations (dated 1/1/12) 7CFR 226.16(d)(4)(iv):

> "*Averaging of required reviews.* If a sponsoring organization conducts one unannounced review of a facility in a year and finds no serious deficiencies (as described in paragraph (l)(2) of this section, regardless of the type of facility), the sponsoring organization may choose not to conduct a third review of the facility that year, and may make its second review announced, provided that the sponsoring organization conducts an average of three reviews of all of its facilities that year, and that it conducts an average of two unannounced reviews of all of its facilities that year. When the sponsoring organization uses this averaging provision, and a specific facility receives two reviews in one review year, its first review in the next review year must occur no more than nine months after the previous review."

If you have questions regarding this memo, please contact CACFP at 517-373-7391.