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| Arkansas Department of Human Services | AR CACFP 2013-30 |
| Division of Child Care and Early Childhood Education | Section: Sponsors of Day Care Homes |
| Child and Adult Care Food Program | Subject: Termination & Disqualification of DCH |
| | Effective date: 04/16/2013 |

TERMINATION AND DISQUALIFICATION OF DAY CARE HOMES

When a day care home (DCH) is determined to be Seriously Deficient in the CACFP, and if the corrective action plan (CAP) is not satisfactorily completed to fully and permanently correct the Serious Deficiency/deficiencies in the timeframe provided, the sponsoring organization must issue a *Notice of Intent to Terminate the DCH provider's CACFP participation*. A copy of the Appeal Procedures must be included when a *Notice of Intent to Terminate* is issued to a DCH provider. The notice must be sent by certified mail and the sponsoring organization must record the date the certified mail is received by the DCH provider. A copy of the termination notice must be immediately forwarded to the State agency.

Payment for DCH provider claims for meals must continue to be paid during the termination process. If a DCH provider does not appeal or does not prevail through the Administrative Review Process, the sponsoring organization must then proceed with termination. If the DCH provider is terminated, their name as an individual(s) will be submitted to the State agency for placement on the CACFP National Disqualification List (NDL).