
Civil Rights Quiz

1. What is the purpose of Civil Rights Training?
2. What is the purpose of Civil Rights Regulations?
3. What is discrimination?
4. Name 2 examples of discrimination in a child nutrition program?
5. Where must the Justice for All posters be displayed?
6. When must the non discrimination statement be included?
7. What are the 5 racial categories?

8. Define equal access?

9. Name the 6 protected classes?

10. Civil Rights complaints may either be written or _____?

11. What are 3 steps to filing a Civil Rights complaint?

12. How long after the alleged occurrence can a complaint be filed?

Please complete training for yourself and all staff, have all staff sign at bottom of this page and return to our office.

**Seriously Deficient and Termination Training
Child Care Answers 2015-2016 Annual Training**

Provider Name _____

Date Completed _____

Listed below are some scenarios of monitor reviews. What would you do if you were the monitor in each scenario? Would you declare them seriously deficient or work with them to correct the deficiency?

1. You're out on the first review for a new provider and he/she says, "I don't have any of my records because I send all of them to my sponsor and I don't keep copies."

2. You're out on a lunch visit and you see that the provider only has whole milk in the refrigerator. The enrollment forms show that all of the kids in care are over 24 months old. Two reviews prior was a supper review and it was the same issue. At that review CA was assigned, received, and approved.

3. You're out on a visit and the provider is not at home during the time of his/her meal service, according to their application. You call the provider's cellphone and they pick and whisper to you, "We're at the movies."

4. You have a DHS licensed provider who was over ratio at their first review (November 2013) of the fiscal year. You notify DHS; you assign, receive,

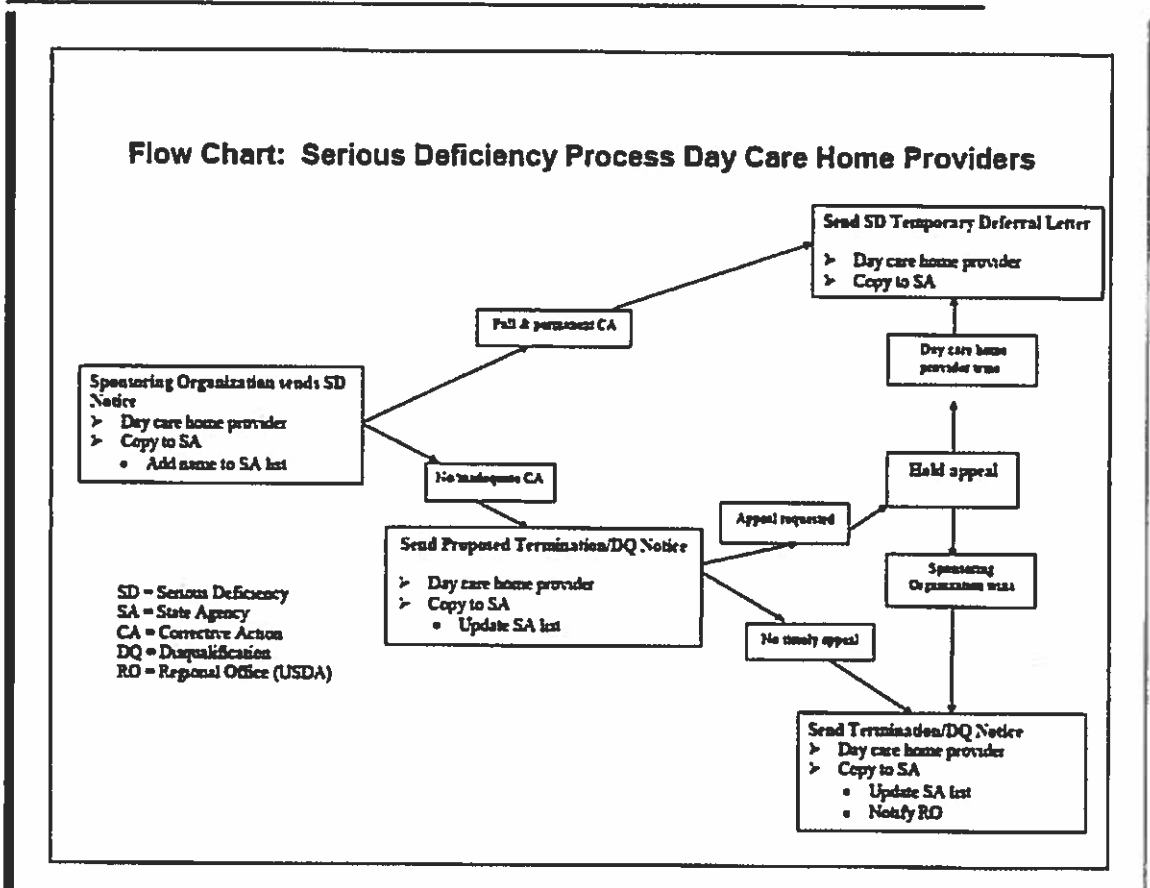
and approve CA for this issue. Three months after this review (February 2014) you receive notification that DHS went out on a review only to find that this same provider is over ratio.

5. Refer to the sample Seriously Deficient letter given in this packet and write out an appropriate Corrective Action Plan for this provider. (attach the letter to this packet when returning it)
6. True or false: Once terminated from the program a provider cannot participate on any CACFP program for 7 years. _____
7. If a provider is declared seriously deficient for failure to keep required records what might be the best response in their corrective action plan?
 - a. I have updated my binder on 6/1/15 and included all of the requirements for CACFP records. I have also trained my staff and implemented a system for marking meals at point of service by ensuring the weekly attendance worksheet is printed and up on the fridge each Monday morning.
 - b. My staff members were not trained properly and did not know they needed to mark meals at point of service.
 - c. I have been so busy with the kids and my family I forgot to update my records.
8. True or false: All documentation must be submitted to the Sponsor by the deadline on the seriously deficient or Propose to Terminate Letter.

9. If a provider has received a propose to terminate letter for claiming children when they are not in attendance and wishes to appeal what information should they submit with their appeal?

10. What information will not help you win an appeal or should be included in your corrective action plan?

11. Review the flowchart for the seriously deficient process, what are the options once a provider submits an appeal to a propose to terminate letter?





CHILD CARE ANSWERS

EARLY LEARNING INDIANA

Record Keeping Training Quiz

Provider Name: _____

Date Completed: _____

1. What are the four food components required for a creditable lunch?

- A. _____
- B. _____
- C. _____
- D. _____

2. How long must records be kept? _____

3. What documents need to be in the CACFP binder?

- A. _____
- B. _____
- C. _____
- D. _____

4. What steps must you take to mark meals at point of service?

5. What record keeping requirements are required weekly?

6. What milk options do you have for serving a 12-23 month old child?

7. Using the meal components, give an example of a creditable breakfast for a 2 year old.

8. What solution must be used to sanitize the tables properly? -

9. True or False: You cannot schedule infant menus in Minute Menu? _____

10. Name three things your monitor will look for at your monitor visit:

11. Menus must be posted (when) _____

12. Meals must be entered into Minute Menu at least _____

Recipe

Ingredients	Amounts	Cooking directions

Turn this page in with training.

Recipe

- What new food did you try?
- How did you involve the children in prepping the food?
- How did the children like it? Ask them and write their responses below.

Quiz!!!

1. What is your first step in menu planning?
2. What should you limit when creating menus?
3. If serving 100% juice, you should limit it to?
4. Where in the grocery store should you do most of your shopping?
5. How much food/milk should you purchase?

Quiz (cont.)

6. Tell me how you prep your fruits and vegetables?
7. When should you have your menu entered into Minute Menu by? If You're a scan provider- when should you have your menu completed and posted by?
8. Where should your menu be posted?
9. What do you do if you need to make a substitution to your menu?
10. How much milk should a 6-12 year old be served for breakfast? What % should the milk be?

Quiz (cont.)

11. How much brown rice would you serve a 3-5 year old for lunch?
12. What is your biggest struggle when creating menus?
13. How can your sponsor be of assistance in this area?

Did you know Child Care Answers CACFP has many resources available to you? If you need help or just need resources give your monitor a call.