



Provider Not At Home Policy

Effective Date: October 1, 2003

Providers will give advance notice to Children's Nutrition if they plan on being closed on any day or if a field trip is planned. (All field trips must be registered).

If a monitoring visit is conducted and the provider is not at home, the meal schedule to be monitored will be disallowed and a corrective action plan as well as a not at home letter will be left at the provider's residence. The corrective action form must be completed and returned to Children's Nutrition within two weeks. Failure to return the corrective action form will result in a serious deficiency letter. Another monitoring visit will be conducted within thirty days.

If the provider is not at home for a second monitoring visit, all meals for that day will be disallowed; a corrective action plan and a serious deficiency notice will be issued. These forms must be completed and returned within one week. Failure to return the corrective action form and the signed serious deficiency notice will result in proposed termination/disqualification from the USDA Food Program. At that time an appeals procedure will also be given to the provider. If the provider does not respond, they will be sent a notice of termination/disqualification and be placed on the national disqualified list prohibiting them from participating in any USDA food program for the term of seven years.

- **YOU MUST NOTIFY STEPHANIE SILBERMAN OF ANY ABSENCES DURING A MEAL TIME AT STEPHANIE.SILBERMAN@COMCAST.NET AND/OR (904) 537-6119.**