



Division of Child Care & Early Childhood Education
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MEMORANDUM

TO: CACFP Unaffiliated Sponsors
FROM: DCCECE / HNU
DATE: January 18, 2022
SUBJECT: Facility Review Notices

This is a notice regarding the letter templates that must be used by the sponsoring organization to notify their providers of being seriously deficient and the letters that follow. Each of the eleven letter templates are listed along with a description of when the letters will be used. These templates can be found in the resource library under, Sponsor Report & Letter Templates and Procedures heading.

Template 1: Notice of Serious Deficiency for Day Care Home Providers Prototype Letter

Description: Notice is used to inform the facility that they are seriously deficient, and a corrective action (CAP) is required to correct all seriously deficient (SD) findings.

Template 2: Notice of Successful Corrective Action and Temporary Deferment of Serious Deficiency for Providers Prototype Letter

Description: Notice is used to inform the facility that the CAP provided to correct the SD findings has been accepted and the facility is no longer SD.

Template 3: Notice of Proposed Termination and Disqualification for Providers – No Corrective Action Submitted Prototype Letter

Description: Notice to inform the facility that the required CAP has not been provided for the SD findings and as a result, the sponsoring organization (SO) is proposing to terminate the facility's agreement with the SO and place the facility on the National Disqualified List (NDL) and Arkansas Department of Human Service Exclusion List (ADHSEL) if no appeal is submitted by the facility. The notice also informs the facility of its appeal rights and lists the last day the facility has the option to appeal.

Template 4: Notice of Proposed Termination and Disqualification for Providers – Required Corrective Action Not Acceptable Prototype Letter

Description: Notice to inform the facility that the CAP provided has been deemed as unacceptable and as a result, the SO is proposing to terminate the facility's agreement with the SO and place the facility on the NDL and ADHSEL if no appeal is submitted by the facility. The notice also informs the facility of its appeal rights and lists the last day the facility has the option to appeal.

Template 5: Notice of Termination and Disqualification for Providers - Provider does not appeal Prototype Letter

Description: Notice to inform the facility that the agreement between the facility and the SO has been terminated and the facility has been placed on the NDL and ADHSEL. This notice is a result of the facility not appealing the proposed termination and disqualification.

Template 6: Notice Termination and Disqualification for Provider - Sponsoring Organization prevails in appeal Prototype Letter

Description: Notice to inform the facility that the agreement between the facility and the SO has been terminated and the facility has been placed on the NDL and ADHSEL. This notice is the result of a failed appeal of the proposed termination and disqualification by the facility.

Template 7: Notice of Temporary Deferment of Serious Deficiency and Termination and Disqualification – Provider prevails in appeal Prototype Letter

Description: Notice to inform the facility that they submitted a timely appeal, and the hearing official overturned the proposal to terminate and disqualify the facility. Also, informs the facility that CAPs are still required to defer any outstanding SDs.

Template 8: Notice of Serious Deficiency, Suspension, and Proposed Termination and Disqualification for Providers - Combined Notice for imminent Threat to Health and Safety Prototype Letter

Description: Notice to inform the facility that they have been determined to be SD and meal reimbursements have been suspended due to imminent threat to health and safety of the Child Nutrition program participants. The notice also informs the facility that the SO is proposing to terminate the facility's agreement with the SO, place the facility on the NDL and ADHSEL if no

appeal is submitted by the facility. The notice also informs the facility of its appeal rights and lists the last day the facility has the option to appeal.

Template 9: Notice of Termination and Disqualification – Suspension, and Proposed Termination and Disqualification - Provider does not appeal Prototype Letter

Description: Notice to inform the facility that the agreement between the facility and the SO has been terminated and the facility has been placed on the NDL and ADHSEL. This notice is the result of the facility not submitting an appeal of the proposed termination and disqualification.

Template 10: Notice of Termination and Disqualification - Imminent threat to health or safety after sponsoring organization prevails in appeal Prototype Letter

Description: Notice to inform the facility that the agreement between the facility and the SO has been terminated and the facility has been placed on the NDL and ADHSEL. This notice is the result of a failed appeal of the proposed termination and disqualification by the facility.

Template 11: Notice of Temporary Deferment of Serious Deficiency, Suspension, and Proposed Termination and Disqualification for Imminent threat to health or safety after provider prevails in appeal

Description: Notice to inform the facility that they submitted a timely appeal, and the hearing official overturned the proposal to terminate and disqualify the facility. Also, informs the facility that CAPs are still required to defer any outstanding SDs, and all suspended valid meal reimbursement claims will be paid to the facility.

Please keep this memo on file for quick and easy reference. A copy is also available on the resource library under Sponsor Report & Letter Templates and Procedures. If you have any questions regarding this memo, please contact your Program Specialist at: 501-682-8869.