



Quality Care for Children Child and Adult Care Food Program

It is the policy of Quality Care for Children (QCC) that all applicants shall receive an equal employment opportunity without regards to race, color, religion, veteran status, sex, national origin, age, marital status or disability in employment.

Program Coordinator (Eligibility)

Department: Nutrition and Parent Services

Supervisor: Director, Nutrition Services

Salary: Based on experience, \$38,000 - \$44,000

Job Summary

The Program Coordinator (Eligibility) is responsible for the review and compliance monitoring of document submissions made by operators of a federal-funded meal program for children. The Coordinator works directly with directors and owners of child care facilities to ensure documents supporting the facility's claim for reimbursement are submitted according to program regulations. The Coordinator must be very communicative by calls, teleconferencing, and emails while maintaining superb customer service skills and actively listening. The position entails the use of a well-known industry software (KidKare), Microsoft Office (Excel, Word, Outlook), Citrix and other platforms.

RESPONSIBILITIES

Eligibility verification

- Verify Income Eligibility Statement (IES) and enrollment forms for the Child and Adult Care Food Program
- Verify tier status for five-year tiered FCC providers in CACFP
- Verify area eligibility for at-risk afterschool programs in CACFP
- Maintain annual program eligibility records

Maintenance of records and database

- Maintain adequate records in database and physical file
- Update provider file with any new changes

Monitoring, Technical Assistance and Training

- Assist with setup and coordination of training activities
- Monitor programs and offer technical assistance to centers and homes (as needed)

Claims processing

- Coordinate claim processing with child care programs (as needed)
- Verify medical meal accommodations forms or claim documentation
- Review reports relevant to monthly claims

Administrative

- Perform these responsibilities with the understanding that responsibilities and tasks may be modified or expanded over time

REQUIREMENTS

- Minimum three (3) years of relevant work experience
- Good knowledge of child care standards and practices
- Strong customer service skills
- Ability to receive and convey detailed information



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- Effective organizational skills, interpersonal skills, communication skills (written and oral), and presentation skills
- Proficient in Word, Excel, PowerPoint and Outlook
- Valid driver's license and personal transportation required
- Flexibility to work some evening and occasional weekend hours
- Team player
- Self-directed with the ability to work independently with moderate level of supervision

PHYSICAL DEMANDS/WORK ENVIRONMENT

- Infrequent driving
- Consistently standing for two hours or more delivering training
- Sitting at the computer for three hours or more at a time
- Bending, frequent use of hands, stooping and moderate lifting (at least 25 pounds) required
- Noise level in the work environment may be high at times

ADDITIONAL INFORMATION: Quality Care for Children's Atlanta office is the base location for this position, with flexibility for some home-based work.