

	MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM	ISSUED	REVISED	CHAPTER	SECTION
	AT-RISK AFTER SCHOOL PROGRAMS POLICY & PROCEDURE MANUAL	7/1/03	5/14	8	8.1
CHAPTER Chapter 8. The Monitoring Visit		SUBJECT Monitoring Visit			

By Regulation, each institution will be monitored at least every three years. Institutions having a history of problems may be monitored on a more frequent basis and new institutions will be monitored within the first year of participation in the Program. Monitoring visits may be announced in advance or they may be unannounced. If announced in advance, the institution will receive a letter, but no date will be specified. The review may be conducted at any time within 45 days from the date of the letter. For unannounced visits, no advance notification will be given.

The center is accountable for having CACFP records available within one hour of arrival of the monitoring representative(s). All required records (original documents) must be maintained on location (independent centers) during licensed hours of business and be available for review within one hour of arrival by state and/or federal officials. For sponsoring organizations (SOs), CACFP records (original documents) must be available within one hour time requirement at the physical location approved on the Sponsor Management Plan.

NOTE: Failure to make any and/or all CACFP records available (within the required time) to substantiate the claim will result in findings, corrective action, and/or overclaim(s). CFNA has the authority to disallow up to 12 months of claims for reimbursement. The final monitoring review letter will document the total overclaim (overpayment determined by CFNA representatives) that the center or SO must repay.

The review officials will initially request CACFP records for one month; however, records for additional months may be requested. The following Program records will be reviewed and a complete meal service will be observed:

- Daily dated attendance records and/or daily sign in/out records. Attendance records will be checked to verify the number in attendance against the meal claim.
- Daily dated menus by type (supper, snack)
- Daily dated meal count records (tally sheets) by date and meal type (supper and/or snack)
- Daily record of the number of snacks and/or meals prepared or delivered for each meal service
- Original documentation of organized, regularly scheduled enrichment or educational activities (structured and supervised)
- If applicable, the current license issued by MDHSS-SCCR, posted in a prominent location
- Documentation of Non-Profit Foodservice includes verification of income to your food program and food service expenditures: food purchase receipts or invoices; and labor and indirect costs

- Annual training of CACFP required topics, noting sessions, dates, locations and names of participants
- Annual Beneficiary Data report (CACFP-226); visual racial/ethnic verification
- Copy of the CACFP contract (covers five fiscal years)
- For-profit centers must provide a current contract with the Department of Social Services-Family Services Division and billing invoices for participants who are beneficiaries of the Title XX (“State Pay”)
- “And justice for All” poster posted in a location visible to the public available at: <http://health.mo.gov/living/wellness/nutrition/foodprograms/cacfp/publications.php>
- Commercially processed food documentation (CN labels), if applicable
- Production records when meals are vended (catered) or delivered from another location
- Medical Food Substitution form, completed by a recognized medical authority when meal pattern substitutions are required for a participant with a documented “disability” and when a substitution is made for medical or special dietary reasons (not a “disability”)
- The most recent fire and sanitation inspection reports conducted by the state or local health department
- Food Service Contractor record keeping requirements for centers vended by a Caterer or Food Service Management Company (FSMC):
 - Copy of the food service contract or agreement
 - Production records
 - State or local health department verification
 - If applicable, documentation that the center obtained the Contractor using fair and competitive bid practices
- For Sponsoring Organizations (SOs) responsible for two or more centers, documentation of monitoring visits conducted at least three times annually*
- *Monitoring requirements for year round sponsors - Sponsors that operate CACFP at-risk and transition to the Summer Food Service Program (SFSP) may choose to follow the CACFP monitoring schedule year-round as follows: one of the three annual reviews must occur during the summer per the SFSP requirements, is unannounced and includes observation of a meal service; and the two additional reviews occur during the school year per CACFP requirements (policy 6.2), at least one includes observation of a meal service, and at least one is unannounced.

Reference: 7 CFR 226.1a