

	MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM	ISSUED	REVISED	CHAPTER	SECTION
	Sponsoring Organizations of Homes POLICY & PROCEDURE MANUAL	12/90	6/12	5	5.6
CHAPTER Chapter 5. Requirements of Management		SUBJECT Staffing			

Each sponsoring organization of child care homes shall provide adequate supervisory and operational personnel for the effective management and monitoring of the Program at all child care facilities under its sponsorship. Personnel shall be maintained to monitor and provide technical assistance to child care homes under the sponsoring organization's jurisdiction at least three times per year. A sponsoring organization of child care homes must document that, to perform monitoring, it will employ the equivalent of one full-time staff person for each 50 to 150 child care homes it sponsors.

Effective July 29, 2003, a sponsoring organization must employ the equivalent of one full-time staff person (FTE) for each 50 to 150 family child care homes it sponsors to perform monitoring. Factors such as the size of the area covered by the sponsor, travel time, etc. will be taken into consideration when evaluating the monitoring FTE to homes ratio. The management plan submitted by the sponsoring organization must clearly describe the monitoring-related duties of each person on the sponsor's staff, and the number of hours or percentage of time the sponsor estimates that each staff member will spend on monitoring duties.

In order to count toward meeting the ratio, the monitoring duties must be legitimate monitoring activities, which include:

- Planning and scheduling reviews;
- Preparation and review of files before conduct of a review;
- Travel for monitoring purposes;
- Conducting the actual review;
- Technical assistance related to review findings;
- Follow-up activities, including review of corrective action and closure of the review;
- Writing the review report;
- Supervisory review of monitoring;
- Training of monitors; and
- Appeals related to review findings.

Specific duties that do not count as monitoring activities include:

- Monthly claims edit checks or menu reviews;
- Processing payments;
- Reviewing provider applications and executing agreements with providers;
- Required annual training of providers, even if conducted during a home/center review;
- Outreach or recruitment;
- Non-monitoring related supervision and administration;
- Appeals that are not related to review findings; and
- Non-CACFP training and monitoring activities. For example, if a sponsor that is a resource and referral agency provides early childhood training to a provider or conducts an accreditation review, these are not CACFP monitoring activities.