

	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	12/15	5	5.7
CHAPTER Chapter 5. Requirements of Management		SUBJECT Program Assistance to Child Care Homes			

Sponsoring organizations accept responsibility for the CACFP management of each child care home under their jurisdiction. It is therefore required that sponsoring organizations train the child care homes on CACFP requirements and monitor each provider to assure that all requirements are met.

Pre-Approval Visits

The sponsoring organization shall visit each new child care home for which application is made. The purpose of this visit shall be to:

- Inform the new child care home about program requirements, benefits of the program, policies of the sponsoring organization, and to verify that the proposed food service does not exceed the capability of the child care home;
- Explain the sponsoring organization agreement including the rights and responsibilities of the child care home and the rights and responsibilities of the sponsoring organization; and
- Review the potential applicant's food service operation to determine if the provider can meet the CACFP requirements with the kitchen facilities available and if the provider can accurately complete the required records.

The sponsoring organization must document that the above information was provided.

Monitoring Reviews

Monitoring reviews for child care homes under the sponsoring organization's jurisdiction shall be conducted as follows:

- at least three times per year;
- at least two of the reviews shall be unannounced; **unannounced review** means the child care provider has no idea when the sponsoring organization will visit. There is also no indication of any kind that a review is imminent such as the provider is low on forms and the sponsor always comes when the forms get low, or the sponsor always reviews during certain weeks or in certain months, etc.
- the timing of unannounced reviews should be varied so they are unpredictable to sponsored facilities.
- at least one of the unannounced reviews must include observation of a meal service. Different meals should be observed throughout the year. The sponsoring organization monitoring staff shall observe the entire meal service period, as approved by the sponsoring organization.
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- include a sample of meal types claimed by the child care home including evening, weekend and holiday meals where applicable; (Reviews of the evening, weekend and holiday meals must be unannounced.)
- include a five-day reconciliation
- be adjusted based on needs or problems of the child care home;
- monitoring reviews shall not be completed more than six months apart;
- at least one additional review shall be made during each new child care home's first four weeks of CACFP operations. For the purposes of this policy, a new child care home shall be defined as a) a home provider who has not participated in the program under the current sponsoring organization, and/or b) a home provider who has not participated in the program with the current sponsoring organization for six months or more.

NOTE: The pre-approval visit does not count as one of the monitoring visits.

Sponsoring organizations may, at their discretion, average their reviews of family child care homes. This option allows sponsors to focus their review efforts on homes that are more likely to commit errors, or that have a history of operational problems. Sponsors may elect to implement review averaging each federal fiscal year. However, the sponsor must notify MDHSS-CFNA of its intent to average reviews, and the criteria to be utilized to determine which homes will be reviewed more or less frequently.

Sponsors electing the review averaging option must conduct the same total number of annual reviews (three times the number of homes sponsored) as before, but may arrive at that number reviewing some facilities twice a year, and other facilities more than three times per year. However, every home under the sponsor's jurisdiction must receive a minimum of two unannounced monitoring visits per year. No more than nine months may elapse between the visits to homes selected to receive only two visits per year.

Revised federal regulations issued October 1, 2004 specify the minimum content of a sponsor review of a family child care home. As part of each review of a sponsored home, the sponsoring organization must assess the home's compliance with the regulatory requirements pertaining to:

- The Program meal pattern;
- Licensing or approval;
- Participation in, or attendance at, sponsoring training;
- Meal counts;
- Menu and meal records; and
- Annually updated enrollment forms.

In addition, the sponsoring organization shall review:

- Approved meal times,
- Food storage and the use of creditable foods,
- Sanitation relating to the meal service,
- Attendance records,
- The adequacy of the meal served on the day observed.

The monitoring review shall be conducted for the entire period of the approved meal service. Resolution of problems should be sought and noted in subsequent reviews. Arrival and departure times of the reviewer must be documented on the review form.

During a monitoring review, a five-day reconciliation shall be completed. Reviews must examine the meal counts recorded by the facility for five consecutive days during the current claiming period. For each day

examined, reviewers must use enrollment and attendance records to determine the number of participants in care during each meal service and attempt to reconcile those numbers to the numbers of breakfasts, lunches, suppers, and/or snacks recorded in the facility's meal count for that day. Based on that comparison, reviewers must determine whether the meal counts were accurate. If there is a discrepancy between the number of participants enrolled or in attendance on the day of review and prior meal counting patterns, the reviewer must attempt to reconcile the difference and determine whether the establishment of an overclaim is necessary.

The family child care home must notify the sponsoring organization in advance if they will not be providing a meal in their home during a normally scheduled date of operation. For child care homes claiming weekend meals, the sponsoring organization must be notified by 2:00 p.m. Friday afternoon if meals will not be served during the weekend. If a monitoring review is conducted and no one is at the child care home, the meal that was to be observed shall not be paid. A monitoring visit that does not result in contact with the provider and a review of the required records does not count as one of the three required monitoring reviews per year.

Meals served by child care homes outside of their approved meal times shall be disallowed, unless prior notice is given to the sponsoring organization of a change in the provider's meal time. Meal times should be limited by the sponsoring organization based on the needs and best interests of the children served, and on the ability of the sponsoring organization to monitor the entire meal service.

Upon completion of the sponsoring organization monitoring review, the sponsoring organization must leave a copy of the monitoring report, signed and dated by both the provider and the sponsoring organization staff. A copy of this report must be kept on file by the family child care home and be available upon request to MDHSS-CFNA.