

	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	7	7.2
CHAPTER Chapter 7. The Monitoring Visit			SUBJECT Monitoring Requirements			

Sponsoring organizations with 1-100 child care homes will be reviewed at least once every three years. Sponsoring organizations with more than 100 child care homes will be reviewed at least once every two years. Sponsoring organizations having a history of problems will be visited on a more frequent basis. New sponsoring organizations with five or more homes will be reviewed within the first 90 days of program operations.

Reviews of sponsoring organizations with more than 100 child care homes shall include reviews of five percent of the first 1,000 child care homes and two and one-half percent of all homes in excess of 1,000. Reviews of sponsoring organizations with 100 or less child care homes shall include reviews of ten percent of the child care homes. Reviews conducted of family or group child care homes will be conducted by MDHSS-CFNA unannounced to both the sponsoring organization and to the home. Sponsoring organizations must ensure that their homes are aware of MDHSS-CFNA visits, and that their cooperation in these visits is a requirement of their agreement with the sponsor. Failure of a family or group child care home to admit an MDHSS-CFNA staff person with proper identification for the purpose of monitoring their food program records will result in the home being classified seriously deficient.

Sponsoring organizations may be notified in advance of the upcoming monitoring visit. The sponsoring organization may receive an official letter acknowledging the upcoming visit and a list of records which will be reviewed. Some monitoring visits may be unannounced. For unannounced visits, no advance notification will be given. Listed below are program records required by regulations. All required records must be available to the MDHSS-CFNA representative within one hour of request, thereby making it impermissible for records to be retrieved and provided at a later date and/or time. If records, i.e., enrollment forms or IEF documentation, are not provided within the required time, the assumption will be that such records do not exist. Findings and disallowances will be made accordingly.

The following records will be reviewed:

- Documentation to support tier I eligibility.
- Daily attendance records, meal count records, enrollment data, and menus for selected providers.
- Copies of all applications and supporting documents submitted to MDHSS-CFNA.
- Copies of invoices and receipts or other records that document administrative costs.
- Copies of claims for reimbursement submitted to MDHSS-CFNA and documentation verifying receipt of the CACFP reimbursement.
- Documentation of training provided to administrative staff and family child care home providers.
- Documentation of monitoring reviews conducted at homes under the sponsor's jurisdiction.
- Records documenting date and amount of CACFP disbursement to the family child care home providers.
- Records documenting expenditure of advance dollars.
- Agreements between family child care home providers and sponsoring organizations.
- Audit report for the most recent year.
- Provider files.

- Documentation to support a declaration of serious deficiency of a home provider, correspondence, and on-site follow-up.
- Documentation related to parent audits.
- Documentation and correspondence related to proposals to terminate and proposals to disqualify home providers.
- Documentation supporting terminations and disqualifications.