

	MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM		ISSUED	REVISED	CHAPTER	SECTION
	Sponsoring Organizations of Homes POLICY & PROCEDURE MANUAL		10/03	6/12	7	7.6
CHAPTER Chapter 7. The Monitoring Visit			SUBJECT Monitoring and Training of Providers			

The MDHSS staff will review reports from monitoring visits to the family child care home providers conducted by the SO. The review will be designed to ensure the SO has complied with monitoring requirements per Section 5.7. MDHSS-CFNA staff will also review all documentation related to the serious deficiency process for homes, including home providers who are declared seriously deficient, follow-up and technical assistance provided, homes proposed for termination and disqualification, appeals received and heard, and terminations and disqualifications. Failure of a sponsoring organization to adequately train, monitor, provide needed follow-up, assure full and permanent corrective action of serious deficiencies, and to terminate and disqualify homes who fail to correct deficiencies will result in the sponsoring organization being seriously deficient in the management of the Program.

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.

Sponsoring organizations are required to crosscheck monitoring reports with submitted claims for reimbursement to ensure information on the claim accurately reflects the names, numbers of participants, meal components and meal counts that were observed during the meal service. SOs must make disallowances for discrepancies between information reported on the claim for reimbursement and information obtained during the monitoring visit. Submission of false claims for reimbursement is a serious deficiency. See Section 5.5 on information related to serious deficiencies for child care homes.

The MDHSS staff will review documentation related to training provided to child care home providers. Information on training dates, locations, topics presented and names of participants will be reviewed.