

	MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM		ISSUED	REVISED	CHAPTER	SECTION
	CHILD CARE CENTERS POLICY & PROCEDURE MANUAL		3/91	1/16	6	6.12
CHAPTER Chapter 6. Requirements of Management – SO’s			SUBJECT Sponsoring Organizations – Program Assistance			

Sponsoring organizations (SO) accept responsibility for the CACFP management of each center under their jurisdiction. It is, therefore, required that sponsoring organizations train the centers on CACFP requirements and to monitor each center to assure that all requirements are met. All training and monitoring must be documented to show date, topics, personnel involved and comments and findings. Documentation of training and monitoring must be on file for at least 3 federal fiscal years.

The sponsoring organization shall conduct a preapproval visit for each new center for which application is made. The purpose of this visit shall be to inform the new center about program requirements and benefits of the program. The sponsoring organization shall review the sponsoring organization agreement to include the rights and responsibilities of the center and the rights and responsibilities of the sponsoring organization. A sample agreement form is available upon request to Missouri Department of Health and Senior Services – Community Food and Nutrition Assistance (CFNA). See Section 6.14 for more information on the agreement between sponsoring organizations and centers. The sponsoring organization shall also review the potential applicant’s food operation to determine if the requirements of the CACFP do not exceed the capability of the center.

All new centers shall be trained in CACFP recordkeeping requirements, creditable foods, menu planning, CACFP regulations, and the benefits of the CACFP prior to the beginning of program operations. Additional training sessions with a minimum of one shall be provided to all centers under the sponsoring organization’s jurisdiction throughout the fiscal year. The training sessions shall be on topics related to CACFP, menu planning, food safety and sanitation, nutrition, or nutrition education. It is desirable that the sponsoring organization train all facility staff annually, however, at a minimum, the center director and key CACFP staff must be trained annually.

Monitoring visits for child care centers under the sponsoring organization’s jurisdiction shall be completed at least three times per year. At least one review shall be made during each new center’s first four weeks of CACFP operations. Monitoring reviews shall not be completed more than six months apart. The preapproval visit does not count as being one of the three required monitoring visits. At least two of the three required monitoring visits must be made by the sponsoring organization unannounced, and at least two of the required visits must include the observation of the meal service from start to finish.

The sponsoring organization shall review, at a minimum, for child care centers:

- Menus
- Meal count records
- Income Eligibility Forms
- Attendance records
- Food and milk purchases
- Proof of non-profit food service
- Food storage and the use of creditable foods

- Enrollment documentation
- Sanitation of the kitchen area

The sponsoring organization shall observe a meal service for two out of the three monitoring reviews. The monitoring review shall be conducted for a period of at least one hour.

Monitoring visits for outside school hour centers under the sponsoring organization's jurisdiction shall be completed at least three times each year. At least one review shall be made during each center's first four weeks of CACFP operations. Monitoring reviews shall not be completed more than six months apart. For school organizations sponsoring outside school hour centers, a minimum of three monitoring visits must be completed.

The sponsoring organization shall review, at a minimum, for outside school hour centers:

- Menus
- Meal count records
- Income Eligibility Forms
- Food storage and the use of creditable foods
- Enrollment documentation
- Sanitation of the kitchen area
- Meal times
- Supervision of the meal service
- Proof of non-profit food service

The sponsoring organization of outside school hour centers shall observe a meal service for two out of the three monitoring reviews. The monitoring review shall be conducted for a period of at least one hour.