

	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	5/16	9	9.3
CHAPTER Chapter 9. The Monitoring Visit			SUBJECT Monitoring Policy			

By Regulation, each institution will be monitored at least every three years. Institutions having a history of problems may be monitored on a more frequent basis and new institutions will be monitored within the first year of participation in the Program. Monitoring visits may be announced in advance or they may be unannounced. If announced in advance, the institution will receive a letter specifying the week and the claimed month to be reviewed. For unannounced visits, no advance notification will be given.

The center is accountable for having CACFP records available within one hour of arrival of the monitoring representative(s). All required records (original documents) must be maintained on location (independent centers) during licensed hours of business and be available for review within one hour of arrival by state and/or federal officials. For sponsoring organizations (SOs), CACFP records (original documents) must be available within the one hour time requirement at the physical location approved on the Sponsor Management Plan.

NOTE: Failure to make any and/or all CACFP records available (within the required time) to substantiate the claim will result in findings, corrective action, and/or overclaim(s). CFNA has the authority to disallow up to 12 months of claims for reimbursement. The final monitoring review letter will document the total overclaim (overpayment determined by CFNA representatives) that the center or SO must repay.

The review officials will initially request CACFP records for one month; however, records for additional months may be requested. The following Program records will be reviewed and a complete meal service will be observed:

- Enrollment records for all enrolled participants, either the combined SCCR-CACFP or CACFP only enrollment form with original date of enrollment;
- Income Eligibility Forms (IEFs) for all participants approved for free or reduced-price meals. IEFs are not effective until an official of the center (or SO) reviews the information, determines the meal classification designation, signs and dates the IEF. All household member should be included on one IEF;
- Daily dated attendance records;
- Daily dated meal count records;
- Daily dated menus for the current fiscal year;
- Original, itemized food and milk receipts (dated and purchased from an approved food source) that document operating costs, administrative costs, and income to your food program and food service expenditures. If expenses not relating to CACFP are shown on the grocery store receipts, these purchases should be circled or otherwise indicated that they are not CACFP expenditures;
- Annual training of CACFP required topics, noting sessions, dates, locations, and names of participants;
- Annual Beneficiary Data report (CACFP-226); visual racial/ethnic verification;
- Medical Food Substitution form, completed by a recognized medical authority when meal pattern substitutions are required for a participant with a documented “disability” and when a substitution is made for medical or special dietary reasons (not a “disability”);

- If licensed to care for infants, individual infant meal records (menus) for each infant (birth through 11 months) in care;
- If licensed to care for infants, Infant Feeding Preference form completed by the parent or guardian;
- If applicable, the current license issued by MDHSS-SCCR is posted in a prominent location;
- For-profit centers must provide a current contract with the Department of Social Services –Family Services Division (DSS-FSD) and billing invoices for participants who are who are beneficiaries of Title XX (“State Pay”);
- Compliance with the Civil Rights Act of 1964. The “And Justice For All” and “Building for the Future” posters (and Federal Relay??) must be posted in a prominent place. These posted can be downloaded and printed at:
<http://health.mo.gov/living/wellness/nutrition/foodprograms/cacfp/publications.php>
- If applicable, daily dated records of meals by type (breakfast, lunch, snack, supper), served to adults working in food service. Adult staff meals are not to be claimed for CACFP reimbursement;
- The most recent sanitation inspection report conducted by the state or local health department;
- Food Service Contractor record keeping requirements for centers vended by a Caterer or Food Service Management Company (FSMC):
 - Copy of the food service contract or agreement
 - Production records
 - State or local health department verification
 - If applicable, documentation that the center obtained the Contractor using fair and competitive bid practices
- For Sponsoring Organizations (SOs) responsible for two or more centers, documentation of monitoring visits conducted.

Reference: 7CFR226.6(m)