

	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	4/15	9	9.4
CHAPTER Chapter 9. The Monitoring Visit				SUBJECT Monitoring Visit Report			

The institution shall receive a monitoring visit report within one month of the on-site visit. The letter will outline any comments, findings, recommendations, and required actions. If a discrepancy is found in the meal count verification resulting in an over claim, the Missouri Department of Health and Senior Services-Community Food and Nutrition Assistance (CFNA) will process a revised claim for the center. Response to any action items is required within three weeks of receipt of the monitoring visit letter.

If the Missouri Department of Health and Senior Services – Community Food and Nutrition Assistance (CFNA) does not receive the response within the given time frame, the institution will receive a reminder letter outlining the requirement to submit a corrective action plan. If, after the second notification, CFNA does not receive a response, a letter will be sent notifying the institution that it is seriously deficient for non-compliance with program requirements and the center will be given 14 days to comply. If the institution fails to respond within 14 days after notification of being declared seriously deficient, CFNA will send a letter proposing to terminate the institution from the CACFP in accordance with program regulations.

Upon receipt of the institution’s Corrective Action Plan, the CFNA personnel will determine if all actions are satisfactorily addressed. If the response is not satisfactory, further corrective action will be required.

If the monitoring visit revealed serious problems at the institution, the CFNA nutritionist will take follow-up action. The follow-up could be a return visit to the institution within 90 to 180 days and/or a requirement that the institution submit monthly records to the CFNA for review and to substantiate the claim for reimbursement.