

	MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM	ISSUED	REVISED	CHAPTER	SECTION
	EMERGENCY/HOMELESS SHELTERS POLICY & PROCEDURE MANUAL	6/1/02	5/14	9	9.3
CHAPTER Chapter 9. The Monitoring Visit		SUBJECT Monitoring Policy			

Each shelter will be monitored at least once every three years. Shelters having a history of problems may be visited on a more frequent basis. Monitoring visits may be announced in advance or they may be unannounced. If announced in advance, the shelter will receive a letter, but no date will be specified. The review may be conducted at any time within 45 days from the date of the letter. For unannounced visits, no advance notification will be given.

The shelter will be accountable for having records available when the Missouri Department of Health and Senior Services – Bureau of Community Food and Nutrition (CFNA) representative(s) arrives at the shelter. CACFP monitoring review records must be available to the CFNA Nutritionist within one hour of arrival. The review officials will initially request CACFP records for one month; however, records for additional months may be requested.

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 shelter 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:

- Resident rosters for current Program participants
- Daily dated meal count records by meal type (breakfast, lunch, supper or snack)
- Daily dated menus for participants through age 18
- Original dated and itemized food and milk purchase receipts
- Documentation of food service labor and indirect costs
- Documentation log of food donated to the shelter with associated cost estimates
- Commercially processed food documentation (CN labels)
- Medical food substitution records
- Annual beneficiary report (CACFP-226); visual racial/ethnic verification
- Annual training of CACFP required topics; noting sessions, dates, locations, and names of participants.
- “And justice for All” poster posted in a location visible to the public available at: <http://health.mo.gov/living/wellness/nutrition/foodprograms/cacfp/publications.php>.
- If applicable, daily dated records of meals, served by type to children who are not shelter residents and adults working in the food service. Meals served to “walk-ins” (any age) may not be claimed.

- 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.
- The most recent health and safety sanitation inspection report conducted by the state or local health department, if required.

Reference: 7CFR226.6(m)