

	MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM	ISSUED	REVISED	CHAPTER	SECTION
	EMERGENCY/HOMELESS SHELTERS POLICY & PROCEDURE MANUAL	5/03	4/09	9	9.7
CHAPTER Chapter 9. The Monitoring Visit		SUBJECT Monitoring Findings			

During the monitoring visit, the Missouri Department of Health and Senior Services- Bureau of Community Food and Nutrition Assistance (MDHSS-BCFNA) Nutritionist will review:

- All Program records
- Staff training
- Safety and sanitation of the facility or supporting documentation
- Meal Claims
- Sponsor monitoring reviews (sponsors of multiple shelters only)
- Observe a complete meal service

Institutions are graded A, B, or C based on the frequency and severity of findings.

The grade earned determines the normal frequency of MDHSS-BCFNA monitoring reviews.

- A – good review with no major problems, next review scheduled in two to three years.
- B – some problems identified relating to organizational and management practices, next review scheduled in one to two years.
- C – serious problems identified relating to organizational and management practices. The institution is classified as seriously deficient and follow-up is conducted within 90 days. Failure to correct serious problems can result in termination of the CACFP contract.

NOTE: There may be variations of these grades and time for follow-up based on the frequency and severity of the problems identified.

An institution with a C rating of seriously deficient must demonstrate that it has fully and permanently corrected all problems related to the findings to continue participation in the CACFP.