



COMMODITY SUPPLEMENTAL FOOD PROGRAM
POLICY AND PROCEDURE MANUAL

SUBJECT: Management Evaluation	Chapter: 6
	Section: 6.1
REFERENCES: 7 CFR 247.34	Page: 1 of 2
	Revised: 12-2005

PURPOSE: To outline the management evaluation process the State will use with Commodity Supplemental Food Program local agency contractors.

POLICY: Each local agency that contracts with the Missouri Department of Health and Senior Services will be monitored for compliance with Program regulations.

PROCEDURES:

- A. The State evaluates program administration on an ongoing basis by reviewing financial reports, audit reports, food orders, inventory reports, and other relevant information.
- B. Prior to a monitoring review, site reviews of at least 15% of all distribution and certification sites under the jurisdiction of the local agency, or 10 sites, whichever is less shall be conducted using CACFP 304B Distribution and Certification Site Review Worksheet, Attachment 6.2. At each site, 100% of participant records or 25 records, whichever is less, will be reviewed. If a site review is conducted more than 30 days prior to a monitoring review, the local agency shall receive a copy of the report with instructions to submit a corrective action plan if areas of non-compliance are noted.
- C. At least once every two years, the State performs an on-site review of all local agencies, and of all storage facilities utilized by local agencies. As part of the on-site review, the State evaluates all aspects of program administration, including certification procedures, nutrition education, civil rights compliance, food storage practices, inventory controls, and financial management systems. Monitoring activities are documented on CACFP Form 304A Monitoring Review – CSFP Contract Agencies, Attachment 6.1.
- D. Areas of non-compliance, including any noted during site reviews conducted within 30 days of the monitoring review, will be noted and reviewed with the local agency representative. Within 30 calendar days of the review, a written report and a completed form DH-40 will be issued to the local agency.
- E. The local agency must sign and return the form DH-40 to the address indicated in the letter. Areas of non-compliance must be followed up with a written corrective action plan. Submit with the DH-40 all items required in the letter.
- F. The local agency shall implement corrective actions. The monitor will review the corrective action plan to assure that the plan is feasible and complete and will contact the local agency if additional action is required.



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- G. If significant problems exist and or appropriate corrective actions are not taken, the local agency may be in non-compliance with the contract agreement between the SA and LA. Failure to comply with federal regulation and the contract scope of work could result in termination of the contract and from the CSFP.