

Sponsoring Organization Reviews

Sponsoring Organization Additional Review Requirements

A sponsoring organization (SO) is a Child and Adult Care Food Program (CACFP) contractor responsible for two or more sites. Each SO must provide adequate supervisory and operational personnel for the effective management and monitoring of the program at all sites it sponsors. Each SO must provide pre-approval visits, training, and ongoing monitoring of the sites it oversees.

Pre-approval visits: visits to each new afterschool care facility to discuss program benefits and verify that the proposed food service does not exceed the capability of the facility.

Training: training on program duties and responsibilities to key staff from all sponsored sites prior to the beginning of program operations. At a minimum, such training must include instruction appropriate to the level of staff experience and duties on the program meal patterns, meal counts, claims submission and review procedures, recordkeeping requirements, reimbursement system, and civil rights compliance.

Monitoring Review visits: each facility under the SO's jurisdiction must be monitored for CACFP compliance. The SO must document all reviews and retain them in the sponsor location identified in the Management Plan. These monitoring recordkeeping requirements do not apply to independent sites.

SOs must conduct three monitoring review visits for each facility every year:**

- At least two of the three reviews must be unannounced; however, Department of Health and Senior Services-Community Food and Nutrition Assistance (DHSS-CFNA) recommends that all monitoring visits be unannounced.
- The timing of the unannounced reviews should be varied in a way that would ensure that they are unpredictable to the sponsored site.
- At least one unannounced monitoring visit must be conducted during a meal service.
- The unannounced reviews should also vary the type of meal service that is reviewed.
- If a site operates on weekends or holidays, one review must be conducted each year on weekends or holidays when claiming meals under these conditions.
- No more than six months may lapse between monitoring visits.
- The SO must review all new sites within the first four weeks of program operation.
- All monitoring visits must be documented on the [Sponsored Centers Site Visit Report – Review by Sponsor](#) form (CACFP-404) or a form approved by DHSS-CFNA.
- The sponsor must follow up with sites noted as having problems during monitoring visits.
- The follow-up visit must be conducted no less than one week after the initial finding, and the visit must be documented.

**Sponsors that operate the Summer Food Service Program (SFSP) and CACFP afterschool care meals may follow the CACFP monitoring schedule year-round. If sponsors choose to follow the CACFP monitoring schedule year-round, one of the three annual reviews must occur during the summer. The review for SFSP requirements includes the review of a meal service, and the review must be unannounced. The two reviews for CACFP requirements must occur during the school year; at least one must include the review of a meal service, and at least one must be unannounced.

Reconciliation of meal counts:

As part of the monitoring review visits, an SO must examine the meal counts recorded by the sponsored site for five consecutive days during the current and /or prior claiming period. For each day examined, the reviewer will compare meal count records to attendance records to reconcile those numbers to the number of suppers and/or snacks or other meals recorded on the meal count records to determine if meal counts were accurate. A five-day reconciliation of attendance/meal count verification is included in the [Sponsored Centers Site Visit Report – Review by Sponsor](#) form (CACFP-404).