

Montana Department of Public Health & Human Services	Policy
	SH CACFP 2001-4 Rev 4
	Section: Sponsors of Day Care Homes
Child and Adult Care Food Program	Subject: Monitoring
	Date Revised: 4/25/2023

## **MONITORING**

Sponsoring organizations (SO) must provide adequate supervision to assure that program requirements are met by meeting the monitoring review requirements as set forth by Federal regulation, State agency policies, and the most recent monitoring plan approved by the State agency as part of their sponsor management plan.

Sponsoring organizations are required to employ sufficient monitoring staff to adequately conduct required review activities. According to 7 CFR 226.16(b)(1), sponsoring organizations are required to have 1 FTE for each 50 to 150 DCHs it sponsors. Monitoring staff is documented in the most recent monitoring plan.

### **Monitoring Reviews**

Monitoring reviews must be performed at least three times each Federal fiscal year for each participating day care home with no more than six months elapsing between reviews. The averaging method is not allowed by the State agency as a method of monitoring. New providers must have one monitoring review conducted within the first four weeks of operation. Two of the three monitoring reviews must be unannounced; one monitoring may be announced per year. A meal service is observed during at least one monitoring. Providers who regularly claim meals during evenings, weekends, and holidays must have one monitoring review performed at least annually during evenings, weekends, and holidays.

Monitoring reviews may not include and may not be used as CACFP annual training hours. Monitoring reviews must only be used to conduct CACFP monitoring business and technical assistance. While hand washing is CACFP education with children, it is not a monitoring visit activity.

The Minute Menu monitoring form must be completed in full at every monitoring visit. The three most recent completed monitoring report forms must be maintained in each provider file.

### **Recording/Reporting Licensing Violations**

To assure CACFP program integrity and reporting consistency, SO must have a system in place to record and report registration, food service violations, or other mismanagement to DPHHS/QAD Child Care Licensing unit. For more information, see the most recent *Registration Requirements for Family and Group Day Care Homes*. Reportable violations include but are not limited to caring for children over their registered capacity, poor sanitation, insufficient food, claiming errors, or provider not home and the SO was not previously notified.

Sponsoring organizations must have a system to issue corrective actions and serious deficiency determinations. Refer to SH CACFP 2005-10 Corrective Action and Timeframes.

**Imminent Danger**

If there is an imminent threat to the health or safety of the children in care, or the day care home is engaged in activities that threaten the health or safety of the children or the public, the SO must immediately notify the Licensing Bureau/DPHHS Child Care Licensing unit and/or appropriate health authorities and take action that is consistent with the recommendations and requirements of those authorities. Sponsoring organizations must take immediate action, serious deficiency, suspension, and/or termination, when serious health or safety violations occur and/or are cited. The State agency must be contacted for guidance prior to the suspension or termination of a day care home from participating in the CACFP.

[References: USDA Memo CACFP 04-2006; USDA Memo CACFP 690; 7CFR 226.20(1); FNS USDA Memo CACFP 7-2006; 226.16(1); 7 CFR 226.6(o); 226.6(1)(4)(i)]

This Institution is an equal opportunity Provider.