#### **MULTI-SITE SPONSORS**

MONITORING and TRAINING REQUIREMENTS		7CFR 226.16(d) 7CFR 226.15(e)(		
ADMINISTRATIVE ISSUES		7CFR226.6(b)		
Program Requirements	M	let	Not Met— See CA	
1. The multi-site sponsor follows the internal policies and procedures submitted as part of the current Management Plan related to the issues below:	d			
<ul> <li>Outside employment policy (see Management Plan, section C) restricts other employment by employees that interferes with an employee's performance of Program-related duties and responsibilities, including outside employment that constitutes a real or apparent conflict of interes (7CFR226.6(b)(16).</li> </ul>	st			
Any changes to the compensation plan included in the current Management Plan have been submitted to MDE.				
Monitoring Visits and Functions	M	let	Not Met— See CA	
Program Requirements				
<ol><li>Documents from the current and prior fiscal year show that CACFP monitoring requirements are met. Check off if any problems were identified for the following monitoring requirement areas:</li></ol>				
<ul> <li>Total number of required visits was done for each site.</li> </ul>				
<ul> <li>At least two unannounced visits were documented per site. At least one unannounced visit is a meal observation visit.</li> </ul>				
<ul> <li>Preoperational visits were documented for all centers or new physical locations of centers prior to first operational day.</li> </ul>				
<ul> <li>New facilities received a monitoring visit within its first four weeks of operations.</li> </ul>				
5-day reconciliations were done.				
<ul> <li>Corrective action for problems noted was documented by sponsor on monitoring form. Follow-up visits were conducted as necessary to ensure problems found during monitoring have been addressed and corrected.</li> </ul>				
<ul> <li>The Sponsor is using the monitoring form developed by MDE or has received prior approval to use a form that contains all required elements and information listed on the State Agency sample monitoring form.</li> </ul>	3			
<ul> <li>Monitoring forms are accurately completed demonstrating CACFP knowledge. Explain problems noted:</li> </ul>				
<ul> <li>Monitoring functions are not contracted out (sponsor maintains administrative control).</li> </ul>				
Other monitoring problems identified. Explain:				
Claims Editing and Follow-up		CFR 226.10 (c)(1-3) CFR 226.11 (b)		
Program Requirements, Regular Edit Checks:	M	let	Not Met— See CA	
3. The multi-site sponsor is completing the appropriated edit checks below as part of its claim processing procedures. Check problems identified.				
Sponsor verifies that each site is approved to serve the type of meals claimed (claimed meals match application approval).				
<ul> <li>Sponsor compares the number of children enrolled for care at each facility, multiplied by the number of days on which the facility is approve to serve meals, to the total number of meals claimed by the facility for that month. Discrepancies between the meal claim and its enrollment are reviewed to determine if the claim is accurate.</li> </ul>	d			

Household Contacts				
4. Sponsor has household contact procedures in place and uses as necessary, following the selection criteria indicated.				
Staff Training	7CFR 226	CFR 226.16(d)(2-3)		
Program Requirements	Met	Not Met— See CA		
<ol> <li>The multi-site sponsor provides adequate oversight of the "key staff" responsible for critical CACFP functions. Check problem areas identified:</li> </ol>				
<ul> <li>Sponsor has identified "key staff" from each site. "Key staff" is defined as any person responsible for one or more of the following functions: menu planning, meal service, meal counts, claims submission, recordkeeping—including approval of HIS.</li> </ul>				
<ul> <li>All key site staff and monitors have received required training prior to program operations of a new site.</li> </ul>				
<ul> <li>All key site staff and monitors have received annual training either at a general meeting or one-on-one, etc.</li> </ul>				
<ul> <li>New staff at sites hired after the regular annual training meeting received CACFP training prior to their involvement with CACFP operations at the site.</li> </ul>				
<ul> <li>Annual training covered the required content areas: meal patterns, meal counts, claims submission and review procedures, recordkeeping requirements and reimbursement.</li> </ul>				
Training dates, agenda topics and attendance were documented.				
<ul> <li>Staff who work with the public at each site have received annual civil right training.</li> </ul>				
<ul> <li>List sites that will require additional training of key staff or monitors, as identified by review of training documentation.</li> </ul>				
<ul> <li>If monitoring forms reveal that monitors are not able to accurately use the monitoring form, identify critical problems or provide documentation of follow-up actions, list any monitors who will require additional training.</li> </ul>				

#### Sponsor ID:

### **Worksheet for Multiple Sites**

### **Verification of Monitoring**

Sponsor Name:	ID#:
Review Fiscal Year:	

Site	Monitori Announ	ng Visit	s (B, A, L	, P, S)		Comments/ Problems		
	Annound	ced-A l	Jnannour	nced-U i				
	Pre-Op	1	2	3	4	5	6	
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								
11.								
12.								
13.								

Sponsor ID#:

# **Worksheet for Multiple Sites**

## **Staff Training/Civil Rights**

Sponsor Name:				ID#:							
Review Fiscal Year:											
Site	Training										
	Key Staff ID'd	Annual Training Rec'd	Civil Rights Traning	Civil Rights Racial/ Ethnic Data	Cert. Food Manager	Comments/ Problems					
1.											
2.											
3.											
4.											
5.											
6.											
7.											
8.											
9.											
10.											
11.											
12.											
13.											

Sponsor ID#: