

## FAMILY DAY CARE HOME SPONSOR MONITORING/NON-MONITORING ACTIVITY GUIDELINES

The United States Department of Agriculture (USDA) and state agencies set staffing standards/ratios which are determined by calculating the time spent on specific types of monitoring activities. The ratios are determined by identifying specific job duties (as described in a job description) and the percentage of time allocated to these monitoring duties. The guide below clarifies for sponsors and state agency staff the types of work roles that are specifically considered monitoring duties to be used in determining the monitoring staff ratios that must be reported each year to the state agency.

MONITORING ACTIVITIES	NON-MONITORING ACTIVITIES
Planning and scheduling provider on-site monitoring.	Scheduling non-monitoring activities such as recruitment visits, initial visits, out of provider home training and workshops.
Preparation and review of files before conducting provider on-site monitoring.	Reviewing provider applications and agreements.
Travel for monitoring purposes.	Processing provider payments.
Menu review to determine the number of eligible meals that providers can claim for reimbursement.	Edit checks to ensure the accuracy of the claim (includes gross edit checks such as checking to ensure the number of meals claimed does not exceed number of meal services times number of operating days).
License capacity review to determine the number of eligible meals that providers can claim for reimbursement.	Technical assistance if provided over telephone or electronically.
Conducting provider on-site monitoring.	Non-Child and Adult Care Food Program monitoring and training.
Technical assistance related to provider on-site monitoring findings.	Outreach, recruitment and retention activities.
Household contacts to determine validity of a provider's claim.	Pre-approval/initial/orientation/recruitment provider visits.
Monitoring follow-up including review and assessment of corrective action.	Determining child and provider tier eligibility.
Writing a monitoring report.	Training required prior to the beginning of program operations (must cover USDA required elements).
Development of materials to be used specifically during on-site monitoring.	Claims processing such as the aggregation of provider meal counts for claims submission and preparation and submission of provider claim interface files.
Training given during on-site monitoring.	Training conducted outside the provider's home.
Reporting of monitoring findings.	Non-monitoring supervision and administration.
Supervisory review and oversight of monitoring staff and activities.	Training of sponsor staff on non-monitoring topics.
Training of monitoring staff.	Serious deficiency determinations, appeals and terminations not related to monitoring findings.
Serious deficiency determinations, appeals and terminations based on monitoring findings.	Preparing non-monitoring portion of management plan.
Preparing monitoring portion of management plan.	
Processing child enrollment forms.	