



## SECTION 10: Sponsoring Organizations

Sponsoring organizations (SO) oversee the operations of two or more facilities. SOs have additional responsibilities.

- Sponsoring Organization Review Requirements
- Pre-approval Visits
- Five-Day Reconciliation
- Household Contacts
- Sponsored Centers Site Visit Report, CACFP-404

# 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 centers. Each SO must provide adequate supervisory and operational personnel for the effective management and monitoring of the program at all centers it sponsors. Each SO must provide pre-approval visits, training, and on-going monitoring to the centers they oversee.

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

**Training:** training on program duties and responsibilities to key staff from all sponsored centers 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 in the sponsor location identified in the Management Plan. These monitoring recordkeeping requirement does not apply to independent centers

### SO's 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.
- At least one unannounced monitoring visit must be conducted during a meal service.
- If a center operates in the evening and/or on weekends or holiday, one review must be conducted each year on weekends, holidays, or during the supper meal when claiming meals under these conditions.
- No more than six months may lapse between monitoring visits.
- The SO must review all new centers within the first four weeks of program operation.
- All monitoring visits must be documented on form CACFP-404 or a form approved by DHSS-CFNA.
- The sponsor must follow-up with centers noted as having problems during monitoring visits.
- The follow-up visit must be conducted not less than one week after the initial finding and the visit must be documented.

### **Reconciliation of meal counts:**

As part of the monitoring review visits, an SO must examine the meal counts recorded by the sponsored center for five consecutive days during the current and /or prior claiming period. For each day examined, the reviewer will compare meal count records to both attendance and enrollment records to reconcile those numbers to the number of breakfasts, lunches, suppers, and/or snacks recorded on the meal count records to determine if meal counts were accurate. A five-day reconciliation of attendance/enrollment/meal count verification is included on form CACFP-404.

### **Sponsoring Organization's Household Contact Requirement:**

Household contacts, sometimes referred to as parent audits or parent contacts, are required to be made by SOs when a child care center under a SO's jurisdiction is suspected of CACFP mismanagement.

The SO will use the survey form developed by DHSS-CFNA or develop a form of their choosing to collect information from parents. The survey method, mail, phone or email, chosen by the SO to contact parents is up to the SO to determine. It is strongly recommended that parents are informed of the procedure to be used to contact them when the parent completes the child's enrollment form.

Parents should be strongly encouraged to support SO efforts to contact them, as the outcome of the contacts can impact the quality of care provided to their child. Centers shall be required to cooperate in the event of a parent audit. If a parent informs a center that he/she has been contacted by the SO or state or federal officials, the center must encourage the parent to cooperate fully. Any effort on the part of a child care center to interfere in any way with a household contact would be the basis for a declaration of seriously deficient.

To assure a good response to a household contact, the SO shall survey parents as follows:

- 10 or less children enrolled: 100% of parents surveyed.
- 11 to 30 children enrolled: 75% of parents surveyed.
- 31 to 50 children enrolled: 50% of parents surveyed.
- 51 to 100 children enrolled: 25% of parents surveyed.
- 101 or more children enrolled: 20% of parents surveyed.

Efforts made to contact a parent by any means, including phone, must be documented.

SOs shall strive for a 50% response rate on household contacts, particularly for centers that have 20 or fewer children enrolled. If a 50% response rate is not achieved for centers with 20 or fewer children enrolled, the SO must conduct additional follow-up with parents to obtain the necessary responses. Response rates for centers with larger enrollments may be less than 50%, however, a minimum of eight parent responses is required.



MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES  
 COMMUNITY FOOD AND NUTRITION ASSISTANCE (CFNA)  
 CHILD AND ADULT CARE FOOD PROGRAM (CACFP)  
**SPONSORED CENTERS SITE VISIT REPORT - REVIEW BY SPONSOR**

SECTION I. GENERAL INFORMATION			
NAME OF CENTER		DATE	<input type="checkbox"/> Announced <input type="checkbox"/> Unannounced
NAME OF SO REVIEWER		TIME OF ARRIVAL	TIME OF DEPARTURE
LICENSE NUMBER	LICENSE VALID? <input type="checkbox"/> Yes <input type="checkbox"/> No	CENTER HOURS OF OPERATION	

SECTION II. MEAL OBSERVATION	COMMENTS
MEAL OBSERVED <input type="checkbox"/> Breakfast <input type="checkbox"/> Snack <input type="checkbox"/> Lunch <input type="checkbox"/> Supper	
MILK (SPECIFY TYPE)	
MEAT/MEAT ALTERNATE	
VEGETABLE	
FRUIT*	
GRAINS	
OTHER	
*Vegetable component can replace fruit component.	

	Yes	No	Previous Finding Yes/No	Corrected Yes/No	COMMENTS
Did meal meet CACFP meal pattern requirements?					
Did serving sizes appear adequate?					
Was food served at appropriate temperature? (hot foods 135 degrees or above & cold foods at 41 degrees or less)					
Did participants wash hands before eating?					
Was meal served at time stated on application?					
Was meal count recorded at point of service?					
Was a meal modification or substitution provided?					
Are high fat, processed meats limited to one serving per week?					
Is juice (fruit/vegetable) served at no more than one meal or snack per day?					
Did breakfast cereal served meet sugar limits (no more than 6 grams per dry oz.)?					
Did yogurt served meet sugar limits (no more than 23 grams per 6 oz.)?					
Are creditable grains served (no grain-based desserts)?					
Is a whole grain-rich item served at one snack or meal per day (at minimum)?					
Do menus offer a variety of colors, flavors, textures, shapes, temperatures, and include familiar and new foods?					

<b>SECTION III. SANITATION</b>	<b>Yes</b>	<b>No</b>	<b>Previous Finding Yes/No</b>	<b>Corrected Yes/No</b>	<b>COMMENTS</b>
Is food properly labeled, dated, and covered in refrigeration and dry storage areas?					Report any imminent health/safety threats to local sanitarian, Office of Childhood or CA/N hotline 800-392-3738
Is food stored at least 6" off floor in dry storage area?					
Are refrigerator & freezer units clean & operating properly?					
Are dishes and tables properly washed and sanitized?					
Are cleaning supplies stored away from food and out of the reach of participants?					
Did food preparer maintain good personal hygiene and wash hands prior to meal preparation and service?					
Did the kitchen and all equipment appear clean?					
<b>SECTION IV. RECORDS</b>	<b>Yes</b>	<b>No</b>	<b>Previous Finding Yes/No</b>	<b>Corrected Yes/No</b>	<b>COMMENTS</b>
Is there a current CACFP enrollment record for each participant? (Not required for Outside School Hours Centers, At-Risk Afterschool Care Centers, or Emergency Shelters.)					
Are CACFP enrollment records updated annually? (Not required for Outside School Hours Centers, At-Risk Afterschool Care Centers, or Emergency Shelters.)					
Are daily attendance records complete and on file at the center?					
Are accurate meal count records complete and on file at the center?					
Are there daily dated menus to demonstrate compliance with the CACFP meal pattern?					
Is there documentation to verify whole grain-rich items?					
Is there documentation to verify sugar amounts in cereal and yogurt?					
Is there a CN or PFS for all commercially prepared meat/meat alternates?					
Is there medical documentation for meal modifications or substitutions?					
Are there food purchase receipts to support the menu and to document nonprofit food service?					
Is there documentation to verify that at least 25 percent of enrolled participants or licensed capacity (whichever is less) are Title XIX/XX beneficiaries or were eligible for free or reduced-price meals in the claim month for which CACFP meals are claimed (if center is for profit)?					
<b>SECTION V. INFANT MEALS</b>	<b>Yes</b>	<b>No</b>	<b>Previous Finding Yes/No</b>	<b>Corrected Yes/No</b>	
Is there an Infant and Toddler Feeding and Care Plan for each infant (Birth-11 months)?					
Is there an accurate Infant Meal Record (menu) for each infant?					
Are all required infant meal components offered by the center?					

**SECTION VI. CIVIL RIGHTS**

Indicate the number of participants in attendance who are of Hispanic or Latino origin (self-identified and self-reported):

INDICATE THE ETHNIC AND RACIAL MAKEUP OF THE CENTER. DATA MUST BE FROM A SOURCE IN WHICH THE RESPONDENT HAS SELF-IDENTIFIED AND SELF-REPORTED ETHNICITY AND RACE.	American Indian or Alaska Native	Asian	Black or African American	Native Hawaiian or other Pacific Islander	White	Undeclared

SOURCE:

Is the poster "And Justice For All" posted in a prominent location?  Yes  No

Are all meals served equally to all participants regardless of race, color, sex (including gender identity and sexual orientation), age, disability, and national origin?  Yes  No

**SECTION VII. FINDINGS**

**LAST REVIEW:** List any required changes from the last review and describe corrective action taken to address:

HAVE PREVIOUS FINDINGS BEEN CORRECTED?  
 Yes  No, explain:

DATE OF LAST REVIEW BY SPONSOR	NAME OF REVIEWER
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**THIS REVIEW:**

**Good management practices observed:**

**Findings & Recommendations:**

**Corrective Action Plan required to address changes:**

SPONSOR REVIEWER SIGNATURE	TITLE	DATE
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CENTER REPRESENTATIVE SIGNATURE	TITLE	DATE
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NAME OF CENTER:

**FIVE-DAY RECONCILIATION OF ATTENDANCE / ENROLLMENT / MEAL COUNT VERIFICATION**

**Instructions:**

1. Choose five consecutive operating days from the meal count record for current or prior claiming period.
2. For this five-day period, gather records of: meal counts, current enrollment forms, and attendance.
3. Identify the number of participants in attendance during the five-day period.
4. Compare total meal counts to daily attendance to ensure that meal counts for each approved meal type did not exceed the number of participants in attendance on any day.
5. Compare total enrollment, in centers where enrollment forms are required, to daily attendance to ensure that the number of participants in attendance did not exceed the number of participants enrolled.
6. If meal counts cannot be reconciled with enrollment or attendance data, determine the source of the error and appropriate corrective action.
7. If necessary, take further steps, such as initiating a household contact or an additional unannounced visit, to determine whether corrective action and disallowance of meals or establishment of an over-claim are warranted. Reconciliation of the records of individual participants, by name, is another option for monitors to choose in determining the source of errors when meal counts cannot be reconciled with enrollment or attendance data.

FIVE-DAY PERIOD SELECTED:

TOTAL ENROLLMENT (IF APPLICABLE):

DATE REVIEWED	TOTAL # OF PARTICIPANTS IN ATTENDANCE	TOTAL # OF MEALS CLAIMED DURING FIVE-DAY PERIOD (COMPLETE FOR ALL MEAL TYPES CLAIMED)					
		BREAKFAST	AM SNACK	LUNCH	PM SNACK	SUPPER	NIGHT SNACK

DO MEAL COUNTS RECONCILE WITH ENROLLMENT DATA (IF APPLICABLE)?

Yes  No

DO MEAL COUNTS RECONCILE WITH ATTENDANCE DATA?

Yes  No

ARE MEAL COUNTS ON THESE FIVE DAYS CONSISTENT WITH THE MEAL COUNT ON DAY OF REVIEW?

Yes  No

ARE MEAL COUNTS ON THESE FIVE DAYS CONSISTENT WITH CLAIM AVERAGE?

Yes  No

IF MEAL COUNTS DO NOT MATCH ATTENDANCE AND ENROLLMENT (IF APPLICABLE), HOW IS PROBLEM RECONCILED?