

Administrative Requirements for Sponsors of Child and Adult Care Food Program with Multiple Sites

Sponsoring organizations of the Child and Adult Care Food Program (CACFP) that serve meals to program participants in more than one location or site are referred to as multi-site sponsors. Multi-site sponsors have additional program responsibilities.

Site Monitoring Visits

Each program year (October –September) multi-site sponsors are required by Federal Regulation (CFR 266) to conduct a minimum of three documented site monitoring visits to assess CACFP compliance. The visits are to be conducted by sponsoring authority staff, also called sponsor monitors. To assist with the documentation of the required components of the site visits the [Monitoring Form for Multi-Site Sponsors](#) is available on the [Minnesota Department of Education website](#).

Sponsor monitors are not required to use our prototype form, you may design a form or modify the prototype so that it works best for your operations. However, the following required review elements must be included in each documented visit:

- A Five Day Meal Count Reconciliation. This is a check of the meal counts for the previous five days to identify any red flags or to determine if there are any claiming patterns that need correction. If problems are identified, the meal count reconciliation must be expanded from 5 days to 30 days. Document all follow-up and corrective actions taken for any problems noted.
- An assessment of compliance with program requirements pertaining to: the meal pattern, licensing, attendance at training, meal counts, menu and meal records and annual updating of enrollment forms (7 CFR 226.16(d)(4)(i)).

If you would like MDE to review the sponsor monitoring form designed by your organization you may provide a copy with your management plan and request feedback.

Retention of Site Visit Documentation:

CACFP site visit documentation completed by the sponsor monitor must be kept on file for three years after the last paid allowable claim in the federal fiscal year to which they pertain. Typically this includes three full closed years and the current year.

Monitoring Reviews of Center Sites:

- **New Sites** – Before beginning CACFP operation, a new site must have a preoperational site visit. A [preoperational monitoring form developed by MDE is available](#).
- **Participating Sites** - See Frequency of Visits.

Frequency of Visits:

- Sponsors must monitor their sites three times per year.
- Two of the three monitoring visits must be unannounced.
- At least one unannounced visit must include observation of a meal service.
- Not more than six (6) months can lapse between visits.
- New facilities must receive at least one visit within the first four weeks of program operations.

To maintain program integrity, it is recommended that all three monitoring visits include observation of a meal service that will be claimed for reimbursement.

Edit Checks for Processing Claims

Sponsors must have edit checks in place to ensure the accuracy of submitted claims. Meal counts must not exceed the number of participants in attendance or the facilities licensed capacity. The meal types being claimed (i.e., breakfast, lunch, afternoon snack, supper) must be approved to be claimed on the site application.

Household contact procedures must be in place as part of a sponsor's review process and oversight of sites. A copy of the household contact procedure is available on the MDE website. Adult day care and At-Risk and emergency shelter sites are exempt.

Staff Training

Sponsors of multiple sites must identify "key staff" *at each site* who have direct CACFP responsibilities. Annual training is required to ensure that all key site staff and monitors can operate the program with confidence and accuracy. See [Staff Training Requirements for Child and Adult Care Food Program Multi-Site Sponsors](#). Keep documentation of key staff training during a program year (October –September). Include the date, topics covered and the name(s) of staff who received the training. Maintain documentation on file according to the same site documentation retention policy mentioned above. A [Training Tracking Log](#) is available on the MDE website to track the web based trainings viewed by staff members.