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Arkansas Department of Human Services	AR CACFP 2013-20
Division of Child Care and Early Childhood Education	Section: Day Care Home Sponsors
Child and Adult Care Food Program	Subject: Monitoring Visit-Typical Monitoring and Training of Providers
	Effective date: 04/16/2013

TYPICAL MONITORING AND TRAINING OF PROVIDERS

The DHS Health and Nutrition-CACFP staff will review reports from monitoring visits to the family child care home providers conducted by the Sponsoring Organization. The review will be designed to ensure the Sponsoring Organization has complied with monitoring requirements. DHS Health and Nutrition-CACFP staff will also review all documentation related to the serious deficiency process for homes, including home providers who are declared seriously deficient, follow-up and technical assistance provided, homes proposed for termination and disqualification, appeals received and heard, and terminations and disqualifications. Failure of a sponsoring organization to adequately train, monitor, provide needed follow-up, assure full and permanent corrective action of serious deficiencies, and to terminate and disqualify homes who fail to correct deficiencies will result in the sponsoring organization being seriously deficient in the management of the Program.

Revised federal regulations issued October 1, 2004 specify the minimum content of a sponsor review of a family child care home. As part of each review of a sponsored home, the sponsoring organization must assess the home's compliance with the regulatory requirements pertaining to:

- The Program meal pattern;
- Licensing or approval;
- Participation in , or attendance at, sponsor training;
- Meal counts;
- Menu and meal records; and,
- Annually updated enrollment forms

Sponsoring organizations are required to crosscheck monitoring reports with submitted claims for reimbursement to ensure information on the claim accurately reflects the name, numbers of participants, meal components and meal counts that were observed during the meal service. Sponsoring organizations must make disallowances for discrepancies between information reported on claim for reimbursement and information obtained during the monitoring visit. Submission of false claims for reimbursement is a serious deficiency.

DHS Health and Nutrition-CACFP staff will review documentation related to training provided to child care home providers. Information on training dates, locations, topics, presented and names of participants will be reviewed.