

## Completing the Monitoring Staffing Requirements Chart

Monitoring of Facilities Policies:

- Each center will be monitored at least three times per year.
- At least 2 of the 3 reviews will be unannounced.
- At least 1 of the 2 unannounced reviews will include a meal or snack observation.
- The first review will be made during a new CACFP facility's first 4 weeks of program operation.
- No more than 6 months will elapse between reviews.
- Sponsors are required to have one FTE for each 25-150 centers.

Name (1)	Position (2)	Hours per Day (3)	Days per year (4)	Total Hours per year (5)	Minus Non-CACFP Hours per Year (6)	Minus CACFP Non-Monitoring Hours per Year (7)	Net yearly Hours Spent on CACFP Monitoring (8)
Wilma Flintstone	Director	8	260	2080	1040	640	400

- 1) Column 1 list all employees by name that are responsible for monitoring activities
- 2) Column 2 list each employees position title
- 3) Column 3 identify how many hours each employee works per day
- 4) Column 4 identify how many days per year they work (review chart below)
- 5) Column 5 identify the number of hours worked per year (review chart below)
- 6) Column 6 subtract the number of hours per year the employee does not work on CACFP related activities from the yearly total of hours and enter this number in column 6. In the example above the director spends 50% of her time on CACFP related activities (2080-1040=1040)
- 7) Column 7 identify from the remaining CACFP hours how many are spent on non-monitoring related activities, enter that number in column 7, in the example above the director is responsible for claim submission, outreach, categorizing IEA forms these are all non-monitoring CACFP tasks and she spends 640 hours per year on them.
- 8) Column 8 subtract the number of non-monitoring hours from the total number of CACFP hours worked per year this will give you the total number of hours spent on monitoring related activities each year. In the example above the director spends 50% of her time on CACFP related tasks which equals 1040 hours per year, 640 hours are spent on non-monitoring activities, 1040-640 = 400 hours spent on monitoring

Typical sponsor employee activities that **may** be counted as monitoring:

- Planning and scheduling reviews
- Preparation and review of files before conduct of a review
- Travel for monitoring purposes
- Conducting the actual review
- Technical assistance related to review findings

- Follow-up activities, including review of corrective action and closure of the review
- Writing the review report
- Supervisory review of monitoring
- Training of monitors
- Appeals related to review findings.
- Activities related to the annual updating of children’s enrollment forms

Typical sponsor employee activities that **may not** be counted as monitoring:

- Monthly claims edit checks
- Processing payments
- Required annual training of staff
- Outreach or recruitment
- Non-monitoring related supervision and administration
- Appeals that are not related to review findings
- Non-CACFP training and monitoring activities.

Hours Per week	Hours per year	Days Per Year	FTE (Fulltime Equivalent)
40	2080	260	1.0
36	1664	208	.80
30	1560	195	.75
20	1040	130	.50
10	520	65	.25

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