**Monitor/Home Ratio Requirement**

**Definition of Sponsor Monitoring Activities and Non-Monitoring Activities**

For purposes of determining the monitor-to-home ratio and complying with §226.16(b)(1), this is the relationship between the Sponsoring organization’s responsibilities and, specifically, monitoring functions:

**Not Monitoring-Related:** Supervisory or non-supervisory activities related to:

* Facility\* eligibility: day care home tiering determinations (school, census, or income); free or reduced price/tiering determinations for individual children; facility licensing/certification status (obtained from WVDHHR or provider); pre-approval visits; site information sheet and Sponsor agreements; and for-profit center determinations
* Program outreach: recruitment activities designed to bring non-participating facilities (homes) into CACFP/FDCH; retention activities
* Initial and annual training: general training of facilities and Sponsoring organization staff on Program requirements
* Technical assistance: if provided over telephone
* Claims processing: aggregation of facility meal counts for claims submission (scanning forms into Minute Menu software or other similar software system); uploading to ACES (WVDE claiming system); performing edit checks throughout the process
* Enrollment paperwork: receiving facilities’ enrollment forms and entering into the Minute Menu software or other similar software system

**Monitoring Related: Supervisory or non-supervisory activities related to:**

* Monitoring: all activities related to conducting on-site reviews, including planning and scheduling; pre-review preparation; travel; supervisory oversight of monitors and the monitoring function; time spent in the facility (home) during the review; writing review reports; conducting follow-up reviews; and activities relating to the serious deficiency process (issuance of notice, evaluation of corrective action, appeal, and termination)
* Parental contacts: conducting parent contacts or parent surveys to help determine the validity of a provider’s claim
* On-site/Other training: All on-site training that occurs during a facility review; initial or subsequent training of sponsor staff that relates to the monitoring function
* Technical assistance: if provided during a review
* Claims processing: Menu reviews to determine claim accuracy and meal eligibility

Please note that, for both training and technical assistance, some of the activities count as monitoring and some do not. In order to simplify the determination of FTEs for sponsors, and because it is assumed that training and technical assistance provided during a review are likely related to the review findings, a change was made so that all time spent in the facility (home) by the monitor as part of the review can be counted as “monitoring-related duties.”

**\*Definitions:**

Sponsoring organization/Sponsor = a public or nonprofit private organization which is entirely responsible for the administration of the food program in: one or more day care homes or a child care center, outside-school-hours care center, or adult day care center which is a legally distinct entity from the sponsoring organization.

Facility = a sponsored center or a family day care home