

CACFP Monitoring Ratio Standards – FDCH Sponsors

USDA regulations

Require sponsors with 50 or more family day care homes (FDCH) to work a minimum number of hours annually on monitoring responsibilities.

→ At minimum, one (1) Full Time Equivalent (FTE) of monitoring hours, or 2080 hours per year, are required for every 150 sponsored home providers.

State Agency Factor

USDA required the state agency (DPI) to establish a weighted factor to require additional monitoring time related to different challenges. WI's *State Agency Factor* adds more monitoring hours for rural providers.

Providers who reside in rural counties:

Additional amount of monitoring time for rural providers is factored in based on more time required for driving and preparation. The WI *State Agency Factor* for each sponsor is calculated by the percentage of the sponsor's total number of providers located in rural counties within their service area.

Non-Monitoring and Monitoring Responsibilities

USDA defines which tasks can be counted as monitoring and non-monitoring time.

Non-Monitoring-Related Activities:

Time spent on the responsibilities listed below (1-10) cannot be counted towards monitoring hours.

1. Managing provider regulation information and documentation;
2. Processing provider applications and agreements;
3. Completing pre-approval visits;
4. Making tier determinations;
5. Recruiting or doing CACFP outreach to nonparticipating providers;
6. Working on provider retention efforts;
7. Completing and developing initial and annual CACFP trainings for providers and sponsor staff;
8. Providing technical assistance to home providers outside of home reviews;
9. Processing claims, including the aggregation of provider meal counts for claims submission and completing the required edit checks; and
10. Processing and managing child enrollment records

Monitoring-Related Activities:

Time spent on the responsibilities listed below (1-7) count towards monitoring hours. Any activity related to:

1. Conducting onsite home reviews, including: scheduling, planning, pre-review preparation, travel, time spent in the facility during the review, writing review reports; conducting follow-up reviews and activities relating to the serious deficiency process (issuance of notice, evaluation of corrective actions, appeal activities and terminations), and supervisory oversight of monitors and the monitoring functions
2. Conducting household contacts (for determining the validity of providers' claims);
3. Training providers during home reviews;
4. Training sponsor staff relating to the monitoring function;
5. Providing technical assistance during home reviews;
6. Reviewing providers' claims to determine accuracy and meal eligibility; and
7. Monitoring providers' annual re-enrollment documentation.

The *Monitoring Ratios* page of the DPI FDCH Sponsor Contract:

Within the Federal Fiscal Year (FFY) annual CACFP contract renewal on the *Monitoring Ratios* page, sponsors must update the Full-Time-Equivalent (FTE) hours spent on non-monitoring tasks, monitoring tasks, and non-CACFP time by each staff responsible for completing tasks related to CACFP monitoring.

❖ **The FTE hours information must be updated based on the time studies or timesheet documentation completed by each respective staff during the FFY preceding the contract renewal FFY.** For example, FTE hours entered into the 2020 contract renewal must be based on time studies completed during FFY 2019.

❖ The FTE hours on the *Monitoring Ratios* page each year should only differ from your agency's most recently completed time studies when you anticipate substantial changes in the total number of FTE monitoring hours during the upcoming FFY.

Clearly document the reasons (e.g. number decrease in employee work hours, number decrease in provider participation, number increase from area expansion etc.) for these changes in reference to your agency's most recent time studies, as well as the calculations for these adjustments.

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Time Studies/Time Sheet Documentation

Sponsors must maintain current documentation of staff time spent on monitoring, non-monitoring, and non-CACFP tasks as verification of meeting the USDA monitoring standards.

- At minimum, each staff assigned monitoring-related tasks must complete a time study to record actual time spent on each task for a defined period, which the sponsor then uses as a base to calculate the total number of FTE hours spent on each category of task - monitoring, non-monitoring, and non-CACFP.
- Timesheet documentation completed for payroll purposes may also be used to calculate the actual real-time spent on each task as long as it is devised to properly delineate and compile time spent on each type of task.

Each sponsor must follow the criteria listed below for completing and documenting their time studies:

Time, Frequency, and Duration

- ❖ Select times that most accurately represent the actual time spent on all assigned tasks
- ❖ Frequency - no less than one time per year
- ❖ Duration - no less than a 4-week period

Ensuring Uniformity

- Establish the following guidelines up front with staff in order to prevent the data from being skewed:
- ❖ Clearly identify tasks in 1 of 3 categories: monitoring, non-monitoring, or non-CACFP related tasks
 - ❖ Record all tasks completed during the entire work day, (from start to end time)
 - ❖ Do not record time spent on breaks (i.e. lunch), vacation, holidays, and sick leave

Instruction and Oversight

- ❖ **Training and Instructions**
Before the start date of each time study period, train staff and provide them with instructions on what information must be documented.
- ❖ **Ongoing oversight**
Check in on each staff completing the time study soon after they have started and throughout the duration to make sure they are properly recording the needed information.

Compiling Time Study Data

- ❖ Compile the total number of hours spent on each category of tasks (*monitoring, non-monitoring, and non-CACFP*) from each staff's completed time studies.
- ❖ Convert these total hours to annual amounts based on the total number of hours each staff works per year.
- ❖ Retain your working papers showing the calculations of each staff's FTE equivalent hours.

FDCH Sponsor Contract

Consistency among Job Description Tasks, CACFP Contract, and Time Studies

The responsibilities listed within each staff's job descriptions, on the *Staffing Personnel* page of the contract, and the completed tasks documented within the time studies must be consistent.

Job Descriptions

The most current job descriptions for staff designated with monitoring responsibilities must be uploaded onto the *Monitoring Ratios* page within the contract.

Listing percentages of time devoted to responsibilities within job descriptions:

- ❖ Sponsors are not required to list the percentage of time devoted to responsibilities within their job descriptions for monitoring ratio documentation purposes. (*DPI required this in the past.*)

Unless you will be updating these listed percentages after every time study is completed so they remain current and then uploading these updated job descriptions into your contract, do not list percentages on the job descriptions.