

CONNECTICUT STATE DEPARTMENT OF EDUCATION  
OFFICE OF CHILD NUTRITION  
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MEMORANDUM

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TO: Child and Adult Care Food Program (CACFP) Day Care Home Sponsors

FROM: Maureen B. Staggenborg, Director  
Office of Child Nutrition

DATE: March 3, 2003

SUBJECT: Operational Memorandum - #07H-03  
**I. Guidance: Monitor Staffing Standards in the Child and Adult Care Food Program-Interim Rule**  
**II. Revision to School Boundary Data–Bridgeport & Stratford**

**I. Guidance: Monitor Staffing Standards -Interim Rule**

The purpose of this memorandum is to forward the attached guidance developed by the U.S. Department of Agriculture (USDA), on monitor staffing standards in the CACFP. This guidance is based on the mandate requiring sponsoring organizations to “employ an appropriate number of monitoring personnel based on the number and characteristics” of the facilities operated by the sponsor. The mandate was implemented in Sections 226.16(b)(1), 226.6(b)(18)(ii)(B), and 226.6(f)(2) of the interim rule published on June 27, 2002.

In summary, the attached guidance:

- Extends The Official Deadline For Implementation: USDA extended the deadline for implementation of this provision from July 29, 2003, to October 1, 2003. Sponsoring organizations however, will be required to provide information in sufficient detail in the upcoming (2004) application and management plan to allow the Office of Child Nutrition to evaluate compliance prior to the October 1 implementation deadline.
- Re-emphasizes Which Sponsors Are Subject To This Requirement: Although all sponsors are subject to the regulatory requirement at Section 226.15(d) to have adequate staff devoted to “management and monitoring of the Program”, only sponsors of more than 50 homes must meet the Federal staffing standards set forth at Section 226.16(b)(1). Child Nutrition will continue to assess the adequacy of staff devoted to monitoring in all sponsorships, regardless of size.

- Explains How To Calculate and Document The Number of Full-Time Equivalent Staff (FTEs) That A Sponsor Devotes to Monitoring: This portion of the guidance explains how to calculate and document FTEs. It also clarifies that an individual monitor may be responsible for more than 150 homes, while the sponsorship as a whole still falls within the prescribed ratio, and that the ratio should be determined with reference to the sponsor's number of claiming homes, as opposed to the number of its approved homes.
- Expands And Clarifies The Definition Of What Constitutes A Monitoring-Related Function For The Purpose Of Determining The FTEs Devoted To Monitoring: USDA made these changes and clarifications based on State agency and sponsor input provided and in public comments on the interim rule.
- Outlines The Procedures To Be Used By Sponsors And State agencies In Requesting One-year Waivers Of This Regulatory Requirement, And Explains The Criteria USDA Will Use For Approval Of Such Requests: This guidance provides detailed information on submission procedures and waiver approval criteria.

The initial implementation of this provision may be challenging. Therefore, it is recommended that sponsors use this guidance to begin analyzing their current level of monitor staffing. The current-year (Fiscal Year 2003) budget and management plan should be reviewed to determine the sponsor's current allocation of resources. If the sponsor does not already have a way of documenting the percentage of time that each staff person devotes to monitoring-related functions, a method of documentation (such as job descriptions with the number of hours and percentage of time each staff person will devote to monitoring) will need to be developed, so that the sponsor can convert this information into monitoring-related FTEs. The 2004 application materials will incorporate new forms to help gather this information.

## II. Revision to School Boundary Data –Bridgeport & Stratford

It was brought to the attention of the Office of Child Nutrition that a new street in Bridgeport impacts the 50 percent school boundary data for Bridgeport and Stratford. **Kathryn Drive** is a new street in Bridgeport. However, the school to which children residing on this street are assigned is **Center School in Stratford**. This school does not meet the 50 percent criteria. Therefore, day care homes located on Kathryn Street in Bridgeport are **not** Tier I school qualified.

Please add this information to your file copy of both Bridgeport and Stratford school boundary data.

If you have any questions regarding the issues addressed, please feel free to contact the Office of Child Nutrition.

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Attachment