

CONNECTICUT STATE DEPARTMENT OF EDUCATION
OFFICE OF CHILD NUTRITION
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MEMORANDUM

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

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

DATE: May 5, 2003

SUBJECT: Operational Memorandum - #11H-03
**Monitor Staffing Standards in the Child and Adult Care Food Program-
Connecticut's Policy**

Operational Memorandum #7H-03 transmitted guidance developed by the U.S. Department of Agriculture (USDA), on monitor staffing standards in the CACFP. The guidance was issued 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.

Additionally, State agencies were also required to develop “staffing factors”, consistent with 226.16(b)(1), that the State agency will consider in determining whether a sponsoring organization has sufficient staff to perform required monitoring functions.

Attached is the *Monitor Staffing Standards* to be implemented by the Office of Child Nutrition. The Standards include:

- General Issues Relating to Staffing Standards;
- Documenting Compliance;
- State Staffing Factors;
- State Agency Approval; and
- Waiver Process.

The implementation deadline is **October 1, 2003**. Therefore, applications submitted for the 2004 application renewal process **must** comply with the Federal staffing standards. The “state staffing factors” will be used in conjunction with the Federal standards in making a determination whether, within the acceptable monitor-to-facility range, an individual sponsor has devoted adequate number of full time equivalent staff year to the monitoring function.

Please review and also disseminate to the responsible fiscal personal within the agency. This will allow the sponsor to assess staffing for monitoring, and to make any necessary staff or budget changes. This is especially important if a sponsor must hire additional staff.

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

MBS:crt

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Attachment