



# Chapter 3:

## Multi-site Responsibilities

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## Chapter 3: Multi-site Responsibilities

A sponsoring organization with more than one facility has additional responsibilities than a single-site institution that must be followed.

### 3.1 Duties of Multi-Site Sponsoring Organizations

*Annual Budget* — The Annual Budget is part of the application to participate in the CACFP. The budget must list all food service expenses, administrative and operational, expected for a 12-month period. The budget also looks at whether the institution is financially viable.

*Adequate Staffing* — Sponsoring organizations must provide adequate staffing, both supervisory and operational personnel, for the effective management and monitoring of all CACFP facilities. The Annual Budget requires staffing information.

*Management Plan* — The Management Plan is part of the application to participate in the CACFP, which covers how the institution operates and how CACFP procedures are implemented. The information on the Management Plan must be followed on a daily basis exactly as specified. If the information needs to be updated during the year, please make the changes. If an update is made, the Management Plan status will change to *waiting for approval*. Please notify ISBE so we can review the update and set the status back to *approved*.

*Edit Checks 1 and 2* – Edit Checks 1 and 2 must be included in processing each facility's Claim for Reimbursement to ensure meal types and meal counts are accurate. The form, Edit Checks 1 and 2 (ISBE Form 65-09), is available on our website.

- Edit Check 1 requires sponsoring organizations to verify each facility has been approved to serve the types of meals claimed.
- Edit Check 2 requires sponsoring organizations to verify more meals are never claimed than the possible maximum.

*Training* — All institutions, regardless of their size, must conduct mandatory CACFP training. For detailed information, refer to the chapter on Application Process and Program Participation in this handbook.

*Disbursement of Funds*—CACFP reimbursement must be disbursed to program facilities within five working days of receipt from the State agency when the facilities pay their own bills.

*Monitoring* – Monitoring is required by all multi-site sponsoring organizations to ensure that all facilities are in compliance with CACFP requirements.

### 3.2 Criteria for Monitoring

Monitoring is required by all multi-site sponsoring organizations. To help ensure all facilities are in compliance, the following criteria must be followed when conducting a review:

- Each child care facility must be reviewed at least three times within a fiscal year, with no more than six months between each review.

#### Adding Sites

➡ When adding a second site for the first time, an on-site technical assistance visit will be conducted to provide direct training on the added responsibilities of a multi-site sponsor.

To guarantee completion of regularly scheduled reviews, consider scheduling reviews as follows:	1 <sup>st</sup> review: October - January 2 <sup>nd</sup> review: February – May 3 <sup>rd</sup> review: June - September
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- At least two of the three reviews must be unannounced. If desired, all the reviews may be unannounced.
- At least one unannounced review must observe a meal service.
- The percentage of type of meal services observed when reviews are conducted by the sponsor must be roughly proportional to the percentage of each type of meal claimed.
- Sponsoring organizations must conduct reviews at different times of the day and on weekends, when meals are claimed. Every review cannot be conducted at the same time of day.
- Sponsoring organizations must ensure that the timing of unannounced reviews is varied in a way that ensures that they are unpredictable to the facility.
- Monitoring staff must complete the appropriate forms when conducting reviews. The Monitor Review Form for Sponsors (ISBE Form 67-59) and Monitor Review for At-Risk After-School Snack/Supper Program (ISBE Form 67-77) are available on our website. Document all findings and ensure problems are corrected.
- Sponsoring organizations are required to conduct unannounced Follow-Up Reviews if any serious deficiencies are identified.
- Sponsoring organizations that discover conduct or conditions that pose an imminent threat to the health or safety of children or the public must immediately notify the appropriate State or local licensing or health authorities and take action consistent with the recommendations and requirements of those authorities.
- Provide each facility written notification of the rights of the sponsoring organization, the Illinois State Board of Education, the United States Department of Agriculture, and other State and Federal officials to make announced or unannounced reviews of their operations during the facility's normal hours of operation. Facilities must be notified that anyone making such reviews must show photo identification that demonstrates they are employees of one of these entities.

### Household Contacts:

Part of a sponsoring organization's monitoring of facilities includes compliance with the household contact requirements. Household contacts verify the enrollment and attendance of participating children. Refer to the Household Contact System document online at <https://www.isbe.net/Documents/67-97-cacfp-household-contact.pdf> when there are serious discrepancies between attendance, enrollment, and meal participation.

## 3.3 Adding a New Site

For directions on how to add a new site (child care center, after-school program, etc.), refer to the online Instructions for Adding a New Site. [Adding a New CACFP Site](#)

A review must be conducted within the first four weeks of operating the new CACFP site. This four week visit may count as one of the three required monitoring reviews per fiscal year.

To determine the number of monitoring visits required each fiscal year for a new facility, follow these requirements:

If the approved start date of the facility is in this month:	Conduct this many reviews by Sept. 30 of the current fiscal year:
October—January	Three
February—May	Two
June—September	One

## Notes: