

Fact Sheet
Responsibilities of a Multi-Site Sponsoring Organization
Illinois State Board of Education (ISBE)
Nutrition Programs

An institution participating in the Child and Adult Care Food Program (CACFP) with more than one facility is a *sponsoring organization*. As a sponsoring organization, the institution has more responsibilities than a single-site institution. To ensure all responsibilities are fulfilled, below is the list of duties to complete as a multi-site sponsoring organization.

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

Adequate Staffing—Each sponsoring organization 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*.

Monitoring—Monitoring is required by all sponsoring organizations. This self-assessment ensures all facilities are operating according to the Management Plan and all other CACFP requirements. Problems found during the review must be corrected immediately. Conducting your own monitoring should eliminate violations when your institution has a CACFP Administrative Review conducted by Illinois State Board of Education staff. There are specific criteria that 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.

Consider scheduling reviews within trimesters:

Trimester 1: October through January

Trimester 2: February through May

Trimester 3: June through September

This will guarantee completion of regularly scheduled reviews.

- 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.
- 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.
- When adding a new facility (child care center, after-school program, etc.) to the CACFP, there are forms and documents that must be completed and submitted to ISBE prior to beginning the CACFP, they include but are not limited to the following:
 - A New Site Application (ISBE Form 69-45).
 - A Preapproval Visit Form for Sponsors (ISBE Form 67-60).
 - A review must be conducted within the first four weeks of operating the CACFP. This four week visit may count as one of the 3 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 is in the 1st trimester (October—January) conduct 3 monitoring reviews by September 30.
- If the approved start date is in the 2nd trimester (February—May) conduct 2 monitoring reviews by September 30.
- If the approved start date is in the 3rd trimester (June—September) conduct 1 monitoring review by September 30.

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. 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. The form, Edit Checks 1 and 2 (ISBE Form 65-09), is available on our website.

Training—All institutions regardless of their size must conduct CACFP training for key staff from every facility prior to beginning CACFP operations and annually thereafter. This is mandatory training. Key staff includes owners of private for-profit child care center, directors, cooks, monitors, and persons with record keeping responsibilities. Record all training on the Documentation of Training form (ISBE Form 67-25) available on our website.

Disbursement of Funds—CACFP reimbursement must be disbursed to child care facilities within five working days of receipt from the Illinois State Board of Education when the facilities pay their own bills.

To find the forms mentioned on this, page go to www.isbe.net/nutrition. Scroll to the bottom of the page and click on the blue box for *Child and Adult Care Food Program*. In the center of the next page, click on *Forms, Documents, and Resources*. Find the forms listing on this webpage.