

ARCHIVED CACFP BULLETIN

The following Child and Adult Care Food Program Bulletin is no longer in effect and is intended only for archival/historical purposes.

Archived Date: October 1, 2024

Superseded by: [CDSS-CACFP-2024-03](#)

Resources: N/A

Contact: For more information regarding this archived Child and Adult Care Food Program Bulletin, please contact the CACFP Branch by email at CACFPinfo@dss.ca.gov

Please note: Links and descriptions of resources above are not updated. If the information is no longer accessible or appears to be outdated, please contact the CACFP Branch for additional technical assistance.



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DIRECTOR

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GAVIN NEWSOM
GOVERNOR

August 16, 2024

CHILD AND ADULT CARE FOOD PROGRAM BULLETIN (CB) NO.
CDSS-CACFP-2024-01

INTENDED AUDIENCE: SPONSORS OF DAY CARE HOMES

SUPERSEDES: N/A

SUBJECT: **ONSITE MONITORING REQUIREMENTS WAIVER FOR
PROGRAM YEAR 2023-2024**

PURPOSE

This Child and Adult Care Food Program Bulletin (CB) announces the availability of the Onsite Monitoring Requirements Waiver (Waiver) for current Program Year 2023-2024. It also provides eligibility requirements, application instructions, and implementation guidance for Sponsoring Organizations (SOs) of day care homes (DCHs) that are interested in receiving approval to use this Waiver.

BACKGROUND

The California Department of Social Services (CDSS) has received approval from the United States Department of Agriculture (USDA) Food and Nutrition Service (FNS) to waive aspects, as specified below, of the Child and Adult Care Food Program (CACFP) onsite monitoring review requirement for DCH SOs.

Specifically, the approved Onsite Monitoring Requirements Waiver (Waiver) waives parts of Title 7, *Code of Federal Regulations* (7 CFR), Section 226.16(d)(4)(iii), allowing CDSS to approve the following flexibilities for DCH SOs in good standing:

- Conduct one of the three required monitoring reviews for each DCH provider offsite (virtually).
- Conduct a second of the three required monitoring reviews for each DCH provider offsite (virtually) for DCH providers that meet the following distance or time criteria:

- Located at least 50 miles, or more, one way from the SO's designated headquarters office, or
- Located an average of 60 minutes of travel time, or more, one way from the SO's designated headquarters office.

The Waiver is in effect through September 30, 2024.

The USDA FNS may only approve waivers to program regulations for the period of one federal fiscal year (October 1–September 30). Each year hereafter, CDSS will assess the need to request a waiver of the onsite monitoring review requirements. Such an assessment includes, but is not limited to, stakeholder feedback, waiver impact and use in previous years, potential impact to program integrity, and provider and State agency business needs.

IMPLEMENTATION GUIDANCE

To utilize the Waiver, DCH SOs must complete an application and receive CDSS approval before using the flexibilities provided by the Waiver. To receive approval, DCH SOs must not have any open CACFP serious deficiencies or delinquent invoices with CDSS and submit the documentation outlined below.

Guidance for All DCH SOs Applying to Conduct an Offsite Monitoring Review

All DCH SOs applying for the waiver will be required to submit Offsite Monitoring Review procedures that specify how offsite reviews will be conducted to ensure program integrity, including the technology solutions that will be utilized.

All other monitoring requirements under 7 *CFR*, Section 226.16(d)(4)(iii) remain in effect during use of the Waiver. These include requirements that DCH SOs must:

- Conduct at least one onsite monitoring review that is unannounced and includes a meal service observation.
- Make at least one monitoring review during each new provider's first four weeks of CACFP operations.
- Ensure that not more than six months elapses between monitoring reviews.
- Vary the timing of unannounced reviews so that they are unpredictable to the provider.
- Ensure that all types of meal service are subject to monitoring review and must vary the meal service reviewed.

All DCH SOs that are approved to use the Waiver will be required to submit a report documenting the impact of the Waiver by April 1, 2025. SOs must collect and maintain information on the impact of this waiver, including but not limited to, the number of providers monitored offsite during the waiver period, common findings identified in onsite and offsite monitoring reviews, and a summary of technical assistance given to providers in relation to offsite monitoring.

Guidance for DCH SOs Applying to Conduct a Second Offsite Monitoring Review

DCH SOs that apply for the Waiver and intend to conduct a second offsite monitoring review will also be required to submit procedures that specify the process the SO will use to determine which DCH providers are eligible for a second offsite monitoring review based on a travel distance of 50 miles or more, or an average travel time of 60 minutes or more, one-way.

DCH SOs must use the same office address as a starting location for all travel distance or average travel time calculations. The starting address should match the street address listed in the SO's current Child Nutrition Information and Payment System (CNIPS) DCH Sponsor Application. If the starting address does not match the street address listed in the current CNIPS DCH Sponsor Application, the SO may provide an explanation for the use of one alternative address. The starting address selected must be included in an approved Waiver application.

DCH SOs must use a travel mapping tool that provides the distance and estimated time of travel to document travel distance and average travel time and verify eligibility of each DCH provider for a second offsite monitoring review. When documenting the estimated travel time, the SO must map the route for an appropriate time at which the visit may reasonably have taken place. DCH SOs are required to maintain printouts or digital screenshots of the travel distance and travel time calculations for each DCH provider that received a second offsite monitoring review under the Waiver.

APPLICATION

The Waiver application is available at the following link: [Onsite Monitoring Requirements Waiver Application](#). Carefully read each question and fill out the required information accurately. Please ensure all answers are complete. The application will take approximately 10-15 minutes to complete.

A CDSS staff member will contact SOs within 5 business days from the date of submission. The CDSS staff member will let the SO know if there is additional information required before the application is approved or provide a determination that the application is approved. **SOs must receive approval from CDSS before implementing the Waiver.**

FREQUENTLY ASKED QUESTIONS

The following questions and answers are meant to support DCH SOs' implementation of the Waiver once an SO receives CDSS approval.

By when must a DCH SO document a provider's eligibility for a second offsite monitoring review based on distance or time?

DCH SOs must document distance or travel time eligibility prior to the start of a provider's monitoring review. As a best practice, CDSS recommends maintaining a list of providers that received an offsite monitoring review, including whether it was the first or second offsite review and the corresponding eligibility documentation for second reviews; DCH SOs can share this list with a CDSS reviewer during an Administrative Review, as necessary.

Can DCH SOs determine on a case-by-case basis to conduct a provider's monitoring visit onsite or offsite?

Yes, the Waiver offers DCH SOs the discretion to conduct offsite monitoring reviews for providers that are eligible. Ultimately, SOs are responsible for determining the appropriate format for a review and maintaining program integrity.

Can "extra" monitoring, such as follow-up visits, be performed offsite in addition to the "up to two" offsite reviews conducted under the Waiver?

Federal regulations at 7 *CFR*, Section 226.16(d)(4) specify requirements for three mandatory reviews per year for providers. DCH SOs may select the format for any additional visits. SOs must assess whether an onsite or offsite visit will be the most effective based on each circumstance, including what will best support program integrity and provider needs.

CONTACT

If you have any questions or need additional guidance regarding the information in this bulletin, contact the CACFP Branch at CACFPInfo@dss.ca.gov.

Sincerely,

Original Document Signed By

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