



USDA regulations

Require sponsors with 50 or more family day care homes (FDCH) to work a minimum number of hours annually on monitoring responsibilities.

→ At minimum, one (1) Full Time Equivalent (FTE) of monitoring hours, or 2080 hours per year, are required for every 150 sponsored home providers.

State Agency Factor

USDA required the state agency (DPI) to establish a weighted factor to require additional monitoring time related to different challenges. WI's *State Agency Factor* adds more monitoring hours for rural providers.

Providers who reside in rural counties:

Additional amount of monitoring time for rural providers is factored in based on more time required for driving and preparation. The WI *State Agency Factor* for each sponsor is calculated by the percentage of the sponsor's total number of providers located in rural counties within their service area.

FDCH Sponsor Contract

The Monitoring Ratios Page

For each annual contract renewal:

Sponsors must update the following information for each staff position that completed any CACFP monitoring-related tasks **based on their time studies/timesheet documentation during the preceding FFY**. For example, hours entered into the 2024 contract renewal must be based on time studies completed during FFY 2023.

- Staff position title and name of those who completed or represent the time study documentation during the preceding fiscal year
- Yearly hours per time studies completed during the preceding fiscal year:
Total Hours; Total Non-CACFP Hours; Total CACFP Non-Monitoring Hours, and Total CACFP Monitoring Hours
- Most current job description unless there was a shift in monitoring responsibilities (see below for differences)
NOTE: Sponsors are **not required to list the percentage of time devoted to** responsibilities within their job descriptions for monitoring ratio documentation purposes. (DPI required this in the past.)
➢ Unless you will be updating these listed percentages after every time study is completed so they remain current and then uploading these updated job descriptions into your contract, do not list percentages on the job descriptions.

The responsibilities reflected within the *Monitoring Ratios* page for each staff and their respective uploaded job descriptions should generally be similar to those within the *Staffing Personnel* page, projected labor costs in the *Budget* page, and job descriptions uploaded into the *Financial Management Plan Documents* page.

→ **However, the information can differ** because the *Monitoring Ratios* page reflects the preceding year's time study information and the other contract pages reflect projections for the upcoming contract renewal year.

Title	First Name	Last Name	Total Hours Per Year	Minus Non CACFP Hours Per Year	Minus CACFP Non Monitoring Hours Per Year	Net Yearly Hours spent on CACFP Monitoring	File	Upload / Update	File Last updated
Administrator			2080.0	1420.0	540.0	120.0		Update	09/06/2023
CACFP Manager			2080.0	520.0	519.0	1041.0		Update	09/06/2023
Monitor			2080.0	522.0	375.0	1183.0		Update	09/06/2023
Monitor			2080.0	1046.0	433.0	601.0		Update	09/06/2023

Differences between the preceding fiscal year and the contract renewal year:

- If staff positions that completed time studies during the preceding fiscal year are vacant when completing the contract renewal, enter "Vacant" in either the 'First Name' or 'Last Name' field. Still list yearly hours information from the time study completed by that staff.
- If time studies could not be completed because of staff change-over, therefore resulting in a substantial deficit in total hours spent on monitoring tasks, use the staff's time sheets as a source to extrapolate the amount they spent on each category of tasks.
- If job descriptions were updated to reflect a shift of monitoring responsibilities for the upcoming contract renewal year, keep the previous year's job descriptions uploaded only to the *Monitoring Ratios* page for those positions.
- If your agency has other changes resulting in a substantial shift or difference, contact your assigned consultant to further discuss options.



Non-Monitoring-Related Activities

Time spent on the responsibilities listed below (1-11) **cannot be counted towards monitoring hours:**

1. Determining provider eligibility;
2. Processing provider applications and agreements;
3. Maintaining provider regulation (certificate/license) updates;
4. Making tier determinations (Tier 1, Tier 2, and Tier Mixed);
5. Processing children's enrollment and re-enrollment information;
6. Processing providers' claims, completing the required edit checks, and submitting claims to DPI
7. Developing initial and annual CACFP trainings for providers and sponsor staff;
8. Completing pre-approval visits and provider orientation trainings;
9. Annually training and giving technical assistance to providers on Program requirements except during home visits;
10. Training sponsor staff annually/new staff initially and meeting with staff on topics not related to monitoring; and
11. Doing outreach to recruit nonparticipating and retain participating providers

Monitoring-Related Activities:

Time spent on any activity related to the responsibilities listed below (1-7) **count towards monitoring hours:**

1. Onsite home visits including: scheduling, planning, pre-review preparation, travel, while onsite during the home visit, completing home visit forms, follow-up actions and communication;
 2. Investigating integrity-related concerns (i.e., claim discrepancies, complaints) including household contacts;
 3. The serious deficiency process (issuance of notices, any related communication, reviewing submitted corrective actions, appeals, and terminations);
 4. Training and giving technical assistance to providers during home visits;
 5. Training staff on monitoring requirements (includes meetings, shadow visits etc.) and supervising monitoring activities;
 6. Reviewing providers' claims for meal pattern compliance, meal eligibility, and accuracy; and
 7. Reviewing annually updated and new enrollment forms for completeness and accuracy
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Time Studies/Time Sheet Documentation

Sponsors must maintain documentation of staff time spent on monitoring, non-monitoring, and non-CACFP tasks as verification of meeting the USDA monitoring requirements. This documentation must be used to update the *Monitoring Ratios* page in the sponsor's FDCH Contract each year.

Documentation of staff's time spent on each category of tasks (*monitoring, non-monitoring, and non-CACFP*) may be in the form of time studies or time sheets. The sponsor must calculate the total number of hours spent by each staff on each category of tasks from their completed time study or timesheets and convert them to annual amounts to be reported on the *Monitoring Ratios* page.

- Time studies: Each staff assigned monitoring-related tasks records actual time spent on each task for a defined period of time
- Timesheets (*completed for payroll purposes*): Sponsors can use them instead of having staff complete time studies if time spent on each category of tasks is recorded.

Follow the criteria listed below to establish staff procedures for completing time studies:

Set Time, Frequency, and Duration

- Select times that most accurately represent the actual time spent on all assigned tasks;
- Frequency – must be no less than one time per year; and
- Duration – must be no less than a 4-week period

Establish Guidelines

Establish the following guidelines with staff to prevent the data from being skewed:

- Clearly identify tasks in 1 of 3 categories: monitoring, non-monitoring, or non-CACFP related tasks;
- Record all tasks completed during the entire work day (from start to end time); and
- **Do not record time spent on breaks** (i.e., lunch), vacation, holidays, and sick leave

Provide Instruction and Oversight

- Before the start date of each time study period, train and provide staff with instructions on the information that must be recorded; and
- Check each staff's completed time study soon after they have started and throughout to make sure they are recording the required information

Compile Time Study Information (*to be reported on the Monitoring Ratios page*)

- Compile the total number of hours spent on each category of tasks (*monitoring, non-monitoring, and non-CACFP*) from each staff's completed time studies;
- Convert these total hours to annual amounts based on the total number of hours each staff works per year; and
- Retain your working papers showing the calculations of each staff's hours