

Child and Adult Care Food Program
Monitoring Staff Information – Day Care Homes

Name of Contracting Entity	CE ID	Version
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Part I — Monitor Staff Resources

A. Employee Name	B. Position	Annual Monitoring Hours						I. FTE (Total Monitor Hours ÷ 2080)		
		C. Monitor Form	D. On-Site Training	E. On-Site TA	F. Menu Review	G. Household Contacts	H. Other Monitor Functions	Total Annual Monitor Hours	÷ 2080 =	FTE
										÷ 2080 =
										÷ 2080 =
										÷ 2080 =
										÷ 2080 =
										÷ 2080 =
										÷ 2080 =
Total FTEs Available										

**Part II — Monitoring Hours Needed
(Adjusted for Distance and Size)**

Distance In Miles	Enter the Number of Day Care Homes	Multiply by this Factor	Adjusted Hours
0 – 24		X 0	= 0
25 – 50		X 6	=
51 – 100		X 9	=
101 – 150		X 12	=
151 – 200		X 18	=
> 200		X 24	=
Total Day Care Homes		X 13.5 (Base Factor)	=
Total Hours Adjusted for Distance			=
FTEs Required A. Total Hours			÷ 2080 =

Part III — Meeting Requirements

Total FTEs Available (From Part I): _____	Total FTEs Required (From Part II): _____
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Signature – Contracting Entity Representative

Date

TDA Use Only

_____ Signature — TDA Representative	_____ Date	_____ Title of TDA Representative
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