Monitoring

These errors resulted in loss of funds.

**Day Care Homes**

- Over 40% of the CEs had review forms that were not completed correctly.
- \( \frac{1}{3} \) of the CEs did not ensure that providers claim the same number of children as observed during reviews.
- Almost 20% of the CEs did not conduct at least 2 unannounced monitor reviews during each sponsored site’s 12 month monitoring period.

**Common Examples**

- Civil Rights section was incorrectly completed or not completed.
- All questions on the monitoring form were not complete.
- Meals claimed do not match meals observed.

**Effects on the Claim**

TDA will disallow meals and the claim will be reduced accordingly.

**Suggested Steps to Take**

- Provide an example of how the review form should be completed.
- Require that providers attend training
- Plan ahead for the monitor reviews.