Program Requirement: Organizations that sponsor 25 or more child or adult day care centers or 50 or more day care homes must demonstrate that they have adequate staff resources to complete required monitoring activities. This table provides a method to list employees that perform any CACFP monitoring function and to document the time spent. It also provides a method to calculate the Full Time Equivalents (FTE) available. One FTE is the number of hours that one person working full-time (40 hours per week) would work in one year. Read the instructions and definitions prior to completing this form.

### PART I - MONITOR STAFF RESOURCES

#### ANNUAL MONITORING HOURS

<table>
<thead>
<tr>
<th>A. EMPLOYEE NAME</th>
<th>B. POSITION</th>
<th>C. Monitor Form</th>
<th>D. On-Site Training</th>
<th>E. On-Site TA</th>
<th>F. Menu Review</th>
<th>G. Parental Contacts</th>
<th>H. Other</th>
<th>I. FTE (Total Monitor Hours ÷ 2080)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td>Total Annual Monitor Hours ÷ 2080 =</td>
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<td>Total Annual Monitor Hours ÷ 2080 =</td>
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<td></td>
<td>Total Annual Monitor Hours ÷ 2080 =</td>
</tr>
</tbody>
</table>

Total FTEs Available

### PART II – MONITORING HOURS NEEDED

(ADJUSTED FOR DISTANCE AND SIZE)

<table>
<thead>
<tr>
<th>DISTANCE IN MILES</th>
<th>ENTER THE NUMBER OF FACILITIES</th>
<th>MULTIPLY BY THIS FACTOR</th>
<th>ADJUSTED HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-24</td>
<td>X 0</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>25-50</td>
<td>X 6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>51-100</td>
<td>X 9</td>
<td></td>
<td></td>
</tr>
<tr>
<td>101-150</td>
<td>X 12</td>
<td></td>
<td></td>
</tr>
<tr>
<td>151-200</td>
<td>X 18</td>
<td></td>
<td></td>
</tr>
<tr>
<td>&gt; 200</td>
<td>X 24</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TOTAL FACILITIES X 13.5 (BASE FACTOR) =

TOTAL HOURS ADJUSTED FOR DISTANCE =

FTEs Required A. TOTAL HOURS ÷ 2080 =

CENTER SPONSORS ONLY:

| CENTERS WITH ENROLLMENT LESS THAN 100 | X 0 | = 0 |
| CENTERS WITH ENROLLMENT GREATER THAN 100 | X 1.5 | = |

TOTAL HOURS ADJUSTED FOR CENTER SIZE =

FTEs Required B. TOTAL HOURS ÷ 2080 =

### PART III - MEETING REQUIREMENTS

TOTAL FTEs AVAILABLE (FROM PART I): ____________  TOTAL FTEs REQUIRED (FROM PART II): ____________

Note: Center sponsors must total the FTEs results from both the distance adjustment and the enrollment size adjustment to get the total FTEs required.
INSTRUCTIONS

PART I – MONITOR STAFF RESOURCES

Complete this section to document the staff committed to performing monitoring-related tasks and to identify those tasks and the amount of time allocated to complete them.

A. Employee Name
   Enter the name of the employee who performs monitoring tasks.

B. Position
   Enter the title or descriptive term that identifies the primary type of work performed by the employee.

MONITORING HOURS

C. MONITOR FORM
   Enter the total number of hours accumulated annually for each employee listed who completes the required data on a monitoring form. These hours include all activities related to conducting on-site reviews, including planning and scheduling; pre-review preparation; travel; supervisory oversight of monitors and the monitoring function; time spent in the facility during the review; writing review reports; and, conducting follow-up reviews. Day care home monitor staff only also include activities relating to the serious deficiency process for day care home providers.

D. ON-SITE TRAINING
   Enter the total number of hours accumulated annually for each employee listed who conducts on-site training while in the sponsored facility. This includes all on-site training that occurs during a facility monitoring review and all training of sponsor staff that is directly related to the monitoring function.

E. ON-SITE TA
   Enter the total number of hours accumulated annually for each employee listed who provides technical assistance during a monitor review. Include all technical assistance provided during a monitor review.

F. MENU REVIEW
   Enter the total number of hours accumulated annually for each employee who conducts a review of facility menus. Also, include the time the employee reviews facility menus in the sponsor’s office.

G. PARENTAL CONTACTS
   Completed for Day Care Home Monitor Staff ONLY: Enter the total number of hours accumulated annually for each employee listed who conducts parental contacts to determine the validity of a day care home provider’s claim.

H. OTHER
   Enter the total hours accumulated annually for each employee listed who performs any other task directly related to the monitoring review function.

I. FTE
   Total the number of hours entered in Columns C through H across for each employee listed in Column A. Enter this total in the space provided in Column I for each employee and divide by 2080. This calculation yields the Full Time Equivalent that this employee contributes to meeting the total number of FTEs required. Lastly, total the sum of each employee’s FTE results listed in Column I to give the total FTEs available or dedicated to performing monitoring-related tasks.

PART II – MONITORING HOURS NEEDED

ADJUSTMENTS FOR DISTANCE AND SIZE

According to the results of a survey of sponsoring organizations, the distance that a monitor has to travel to conduct a review has a measurable impact on the time allocated to conduct a monitoring review. The distance factor affects the number of FTEs necessary to accomplish the required annual monitoring reviews.

To determine the additional FTEs required based upon the distance factor, sponsors of centers and sponsors of day care homes must complete the first chart in this section. Enter the number of facilities on the line that corresponds to the distance of the facility from the monitor’s headquarters or location. Multiply the number of facilities times the factor for that distance increment and enter that total in the corresponding space in the Adjusted Hours Column.

Next, add all of the entries in the column headed “Enter the Number of Facilities” and enter that sum in the space provided for “Total Facilities.” Multiply the total number of facilities by 13.5 and enter that total in the space provided in the Adjusted Hours Column. The figure “13.5” represents the base or average amount of time in hours needed to conduct the three required basic monitoring reviews per sponsored facility per year.

Total all of the lines in the Adjusted Hours Column and enter that total in “Item A. Total Hours.” Divide the Total Hours in Item A by 2080 and enter the result in the space provided. That total is the number of additional FTEs required to accomplish the required annual monitoring reviews after applying the distance and base factors.
**CENTER ENROLLMENT**

*For Sponsors of Child or Adult Day Care Centers ONLY* – According to the results of a survey of sponsoring organizations of centers, the size of a center’s enrollment has a measurable impact on the time allocated to conduct a monitoring review. The size factor also affects the number of FTEs necessary to accomplish the required annual monitoring reviews for sponsored centers.

To determine the additional FTEs required based upon the size factor, center sponsors must complete the second chart in this section. Enter the number of centers on the line that corresponds to the center’s enrollment. Multiply the number of centers times the factor for that size enrollment and enter that total in the corresponding space in the Adjusted Hours Column. Please note that that the Adjusted Hours Column has been pre-populated with “0” for centers with less than 100 individuals enrolled. The hours required to accomplish the monitoring reviews for centers with less than 100 individuals enrolled has already been included in the Base Factor tabulation in the first chart in this section. To determine the impact of size of enrollment, add each line in the Adjusted Hours Column in the second chart and enter the total in the space provided for Total Hours Adjusted for Center Size. Enter that total into Item B. Divide amount entered in Item B. Total Hours by 2080 and enter the result in the space provided. That total is the number of additional FTEs required to accomplish the required annual monitoring reviews after applying the size factor.

**PART III - MEETING REQUIREMENTS**

You must demonstrate that you have an adequate number of employees to accomplish the annual monitoring requirements for your sponsored facilities (including day care homes and centers).

**TOTAL FTEs AVAILABLE**

Enter the total from Column I of Part I in the space provided.

**TOTAL FTEs REQUIRED**

*Sponsors of Day Care Homes*: Enter the total from the Adjusted Hours Column, Item A, in the space provided.

*Sponsors of Centers*: Add the totals of the Adjusted Hours Column, Items A and B, and enter this amount in the space provided.

**NOTE**: If the number of required FTEs from Part II is greater than the number of available FTEs from Part I, you do not have an adequate number of staff representing the FTEs necessary to successfully accomplish the annual monitoring requirements for your sponsored facilities. Your contract cannot be approved until you demonstrate that you employ an adequate number of staff dedicated to accomplishing the annual monitoring requirements for your sponsored facilities.