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MEMO

TO: ALL PROVIDERS

DATE: 3/2024

RE: MONITORING REVIEW POLICY REVISED

Covid-19, USDA, FNS Nationwide Waiver of desk reviews has expired. Back to business as usual. USDA, FNS requires sponsoring organizations to resume onsite monitoring requirements at *CFR 226.16*. Sponsors are required to ensure program integrity during this time. Therefore, we shall, to the maximum extent practicable, continue monitoring activities of onsite program operations. This includes Unannounced and Announced monitoring reviews at all participating sites.

Alpha & Omega shall:

1. Perform **3** onsite monitoring reviews anytime between **October - September** each program year.
2. Arrive at your onsite location prepared to review your facility either with or without prior communication with you to verify meals served and children in attendance.
3. Perform and complete review and obtain your signature on the date of the review via iPad or manual paper.
4. Request that provider complete attendance and meal count of observed meal prior to signing electronic review.
5. If the provider is not present or center is closed without notice during review all access to Kidkare software will be denied until all requirements are met (you will not be allowed to go back to document any meals and missed attendance).
6. Disallow any meal services when the provider is not available during the review time when meal should be served.
7. Disallow any meals served outside of the approved meal service time (Approved meal service time is shown in minute menu)
8. Delay reimbursement or deny payment for Non-Compliance of any program policies.

While providers are expected to comply with program guidance, Alpha & Omega Nutrition Program, Incorporated seeks to ensure a high level of program integrity and ethics as we continue to enforce program policies stated.

The Provider shall:

1. **CFR 226.18 "The responsibility of the childcare center/family childcare home is to notify their Sponsoring Agency in advance whenever the Provider is planning to be out of their center or home during the meal service period".**
2. Document daily attendance and meal count per federal regulation at *CFR 226.18 (g)*.
3. Create a scheduled menu and transfer menu monthly in kidkare.
4. Post current MONTHLY dated menu (will be required to show during virtual review).
5. Submit enrollment and/or reactivate child's application, if applicable, on the same day the child is enrolled or returns for immediate activation.

Thank you for your participation and daily compliance!