



Georgia Department of Early Care and Learning

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Nathan Deal
Governor

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Interim Commissioner

MEMORANDUM

To: Sponsors of CACFP Day Care Home (DCH) Providers
From: Falita S. Flowers, Nutrition Services Director
Date: August 25, 2014
Subject: Monitoring Requirements – Satellite Offices Located Within a 100-mile Radius of All Homes

The purpose of this memorandum is to provide guidance pertaining to requirements for Day Care Home (DCH) monitoring staff.

Per Bright from the Start's Family Day Care Home Sponsor Handbook and CACFP application, sponsoring organizations were instructed to have a satellite office within a 100-mile radius of all homes. This 100-mile radius provision has been eliminated.

Sponsors must ensure when staffing monitors, the ratio of monitors to facilities is adequate and reasonable. Mileage/travel costs shall not divert needed financial resources from activities required to meet program requirements or maintain effective and efficient program operations (FNS Instruction 796-2 Rev. 4). Specifically, sponsors must ensure the distribution of geographic location assignments per monitoring staff is proportionate, reasonable and cost effective in a way that expenses for mileage/travel costs do not far exceed a monitor's costs/time spent while at the facility.

For questions concerning this memorandum, please contact Sonja Adams, Policy Administrator at (404) 651-8193.