



MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
 COMMUNITY FOOD AND NUTRITION ASSISTANCE (CFNA)
 COMMODITY SUPPLEMENTAL FOOD PROGRAM (CSFP)
MONITORING REVIEW – CSFP LOCAL AGENCIES

GENERAL INFORMATION				
INSTITUTION NAME	CONTRACT NUMBER			
ADDRESS	DATE OF REVIEW			
CONTACT PERSON	NUMBER OF CSFP FOOD STORAGE SITES UNDER JURISDICTION			
AUTHORIZED CASELOAD	NUMBER OF CSFP DISTRIBUTION SITES UNDER JURISDICTION			
SECTION I. CERTIFICATION AND DISTRIBUTION (Summary of findings from Monitoring Review of CSFP Distribution Sites)				
	YES	NO	N/A	COMMENTS
Is each applicant certified prior to the issuance of program benefits?				
<ul style="list-style-type: none"> Is applicant information complete? 				
<ul style="list-style-type: none"> Is certifying information complete? 				
Do certifying officials make notifications in accordance with program policies and procedures?				
<ul style="list-style-type: none"> Is written notice given within 10 days of eligibility, ineligibility or placement on waiting list? 				
<ul style="list-style-type: none"> Is written notice given at least 15 days prior to expiration of certification period? 				
<ul style="list-style-type: none"> Is written notice of discontinuance or disqualification provided at least 15 days prior to the effective date? 				
Are waiting lists maintained in accordance with program policies and procedures?				
Are certification periods maintained in accordance with program policies and procedures? – Are participants certified for no more than three years? Are informal annual reviews conducted?				
Is the no-show policy posted in a prominent location and enforced?				
Is the "Appeals Process" posted and are copies available on request?				
Are participant or proxy signatures and dates available verifying receipt of food each time it is issued?				
Are participants and proxies required to show IDs each time food is issued?				
Are all proxy authorizations available and adequate controls in place?				
Do sites offering one month certification have a designated distribution period posted in a prominent location and communicated to all participants?				
Is reasonable effort made to contact people on the waiting list in order, beginning with the first person each month, for the purpose of offering the one month certification?				
Do certifying officials report undistributed food boxes in accordance with program policies and procedures?				
Are food packages delivered to homebound or no-show participants accomplished prior to the end of the month, or if not, are they delivered within five working days of a single distribution date?				
SECTION II. NUTRITION EDUCATION				
	YES	NO	N/A	COMMENT
Is nutrition education thoroughly integrated into program operations?				
Was a Nutrition Education Evaluation conducted?				

	YES	NO	N/A	COMMENT
Were copies of nutrition education materials presented for review during ME?				
Are supplemental foods used for food demonstrations documented on the FNS-153 and supported with participant sign-in log sheets?				
SECTION III. FOOD STORAGE PRACTICES AND INVENTORY CONTROL OF COMMODITIES				
	YES	NO	N/A	COMMENT
Is the amount of insurance, which has been purchased to protect the value of food items being stored, sufficient for coverage?				
Are commodities received and stored in accordance with federal regulations and industry standards?				
Is a first-in-first-out (FIFO) system of inventory management being used?				
<ul style="list-style-type: none"> Is Best If Used By (BIUB) dates considered? 				
Were there any findings regarding Food Storage Practices at distribution sites?				
<ul style="list-style-type: none"> How were findings addressed? 				
Were there any food claims filed against any distribution sites during the review period?				
<ul style="list-style-type: none"> If so, has the claim been satisfied? 				
Are monthly physical inventories documented?				
<ul style="list-style-type: none"> Are the contents of assembled food packages included in the physical inventory count? 				
<ul style="list-style-type: none"> Are the contents of undistributed food packages located at remote sites included in the physical inventory count? 				
SECTION IV. CIVIL RIGHTS (Local Agency and Summary of Distribution Sites)				
	YES	NO	N/A	COMMENT
Do all persons have an equal opportunity and accessibility to participate in the program regardless of race, color, national origin, age, sex, or disability, or reprisal, or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA?				
Do all materials used to publicize CSFP to the public contain the nondiscrimination statement and procedure for filing a complaint? (Attach copies and review local agency webpage)				
Are the civil rights posters displayed in a prominent location next to each other?				
Has the local agency conducted civil rights training for its staff and frontline volunteers annually?				
Are program information and compliance procedures available on request in the appropriate translation?				
Is program information being provided to applicants, participants, grass roots organizations or similar minority groups?				
Are civil rights complaints being handled properly?				
In the opinion of the reviewer, based on information contained in this review and personal observation, does the institution appear to be in compliance with Title VI of the Civil Rights Act of 1964? (If no, indicate on a separate sheet, 1) What the areas of noncompliance are, and 2) Recommendations for corrective action and follow-up.)				
Does the local agency conduct a pre-award civil rights compliance review prior to approving the sub-recipient agency for CSFP program operation?				
Does the local agency alert the state agency prior to adding a new sub-recipient agency?				

SECTION V. FINANCIAL MANAGEMENT

	YES	NO	N/A	COMMENTS
Are the following items on file at the local nonprofit contract agency:				
• Contract with DHSS-CFNA?				
• Copy of request for contract or contract renewal?				
• Copies of monthly claims on the "Record of Expenditures and Administrative Claims"?				
• Copies of agreements with all sub-distributing, certification, and food storage sites?				
○ Were new sites established since last contract renewal?				
○ Was required information submitted to DHSS-CFNA?				
• Copies of FNS-153, Monthly Report of the CSFP and Quarterly Administrative Financial Status Report"?				
• Copies of Multi-food Requisitions, Consignee Receipts and FNS-57, "Report of Shipment Received Over, Short, and/or Damaged"?				
Is there a system in place to retain all records with respect to the program for a period of 3 years following the end of applicable federal fiscal year?				
Are records maintained to support the Record of Expenditures and Administrative Claim? (See Claim Worksheet below.)				
Was equipment purchased with CSFP funds? If yes:				
• Were purchases made in a manner to provide open and free competition?				
• Is a property inventory maintained with the following information: a description of the property, serial or ID number, source, title, date acquired, cost, federal % of cost, location, use and condition, and disposition date?				
• Were items physically observed?				

CLAIM WORKSHEET FOR THREE MONTHS #1 _____ #2 _____ #3 _____	CLAIM #1 VERIFIED	CLAIM #2 VERIFIED	CLAIM #3 VERIFIED	COMMENTS
SALARIES AND FRINGE BENEFITS Staff time documented?				
TELEPHONE				
POSTAGE				
PRINTING				
OFFICE SUPPLIES (LIST)				
EQUIPMENT (LIST): PRIOR APPROVAL REQUIRED (Software or Equipment > \$1,000)				
TRAVEL (STAFF TRAVEL)				
TRANSPORTATION COSTS				
SPACE AND FACILITIES				
OTHER COSTS (LIST)				
TOTAL DIRECT COSTS				
INDIRECT COSTS (MAY NOT EXCEED 10% OF DIRECT COSTS)				
GRAND TOTAL ALL COSTS				

SECTION VI. GENERAL ADMINISTRATION AND TECHNICAL ASSISTANCE				
	YES	NO	N/A	COMMENTS
Do forms used by the contractor collect all required data in an efficient, effective manner?				
Does contractor have an effective method for monitoring program records and providing feedback for noncompliance issues?				
Does contractor have an effective method for managing caseload assignments to distribution sites?				
Are there effective procedure in place to notify distribution sites of the contractor's policies and procedures?				
Is training provided to distribution site staff, volunteers, and local agency staff?				
<ul style="list-style-type: none"> Is training directly related to CSFP issues? 				
<ul style="list-style-type: none"> Is training provided at least annually? 				
<ul style="list-style-type: none"> Are date, location, topics, and names of participants documented? 				
Are there adequate supervisory and operational personnel for effective management and monitoring?				
Are procedures in place to prevent and detect dual participation at more than one CSFP site?				
Has the contractor assigned a hearing officer and is the hearing officer prepared to conduct fair hearings if requested?				
Does contractor check at least annually to ensure all sub-contractors possess tax-exempt status by reviewing the IRS Automatic Revocation of Exemptions List as outlined in Policy No. FD-118?				
SECTION VII. CORRECTIVE ACTIONS				
1. Date of last monitoring.	2. Date of last organizational wide audit (OWA).		3. Was copy of OWA forwarded to DHSS? <input type="checkbox"/> Yes <input type="checkbox"/> No	
4. Major findings from last monitoring visit.				
5. Have findings been corrected? <input type="checkbox"/> Yes <input type="checkbox"/> No If not, what problems continue?				
SECTION VIII. EXIT CONFERENCE				
1. Findings				
2. Comments and/or Recommendation				
PROGRAM REVIEWED BY				
CSFP CONSULTANT				DATE
THIS REVIEW WAS DISCUSSED WITH				
SIGNATURE		TITLE		DATE

DISTRIBUTION SITE MONITORING AND TRAINING SUMMARY WORKSHEET

DISTRIBUTION SITE NAME	DATE LAST MONITORED	DATE STAFF LAST RECEIVED TRAINING	COMMENTS
1.			
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