



**STATE OF TENNESSEE
DEPARTMENT OF HUMAN SERVICES**

www.state.tn.us/humanserv/
CITIZENS PLAZA BUILDING
400 DEADERICK STREET
NASHVILLE, TN 37248
Telephone 615-313-4700 TTY 1-800-270-1349
Fax 615-741-4165

**BILL HASLAM
GOVERNOR**

**RAQUEL HATTER, MSW, Ed.D.
COMMISSIONER**

MEMORANDUM

TO: Child and Adult Care Food Program (CACFP) Institutions

FROM: Leslie Schenk, Director of Community Services

DATE: April 21, 2014

SUBJECT: **ME Finding #8—“The SA is disallowing institutions to contract out program monitoring functions.”**

This communication is to serve as a reminder to all CACFP institutions that all institutions are required to provide FTE staff to provide site monitoring and are not allowed to contract out for management functions, including monitoring services to an independent vendor and/or company.

Please review the CFR § 226.15 Institution provisions Subpart E--Operational Provisions 7 CFR Ch. II (14):

“For sponsoring organizations, records documenting the attendance at training of each staff member with monitoring responsibilities. Training must include instruction, appropriate to the level of staff experience and duties, on the Program’s meal patterns, meal counts, claims submission and claim review procedures, recordkeeping requirements, and an explanation of the Program’s reimbursement system.”

Please review this federal regulation. Signature and date below will confirm review and compliance with this regulation.

Authorized Signature

Date

LS

cc: file