



Kansas Department for Children and Families  
 COMMODITY SUPPLEMENTAL FOOD PROGRAM  
**MONITORING REVIEW – CSFP CONTRACT AGENCIES**

GENERAL INFORMATION	
INSTITUTION NAME	GRANT NUMBER
ADDRESS	DATE
CONTACT PERSON	NUMBER OF CSFP FOOD STORAGE SITES UNDER JURISDICTION
AUTHORIZED CASELOAD	NUMBER OF CSFP DISTRIBUTION SITES UNDER JURISDICTION

**SECTION I. CERTIFICATION AND DISTRIBUTION (Section 247.8 thru 247.17 and 247.20)**  
 (Summary of findings from Monitoring Reviews of CSFP Distribution and Certification Sites)

	YES	NO	N/A	COMMENTS
1. Is each applicant certified prior to the issuance of program benefits?				
a. Is applicant information complete?				
b. Is certifying information complete?				
2. Do certifying officials make notifications in accordance with Program policies and procedures?				
a. Is written notice given within 10 days of eligibility, ineligibility or placement on waiting list? 247.15				
b. Is written notice given at least 15 days prior to expiration of certification period? 247.16(d)				
c. Is written notice of discontinuance or disqualification provided at least 15 days prior to the effective date? 247.17(a)&(b) and 247.20(c)				
3. Are waiting lists maintained in accordance with Program policies and procedures? 247.11(a)				
4. Are certification periods maintained in accordance with Program policies and procedures? 247.16(a) – Are participants certified for no more than six months?				
5. Is the no-show policy posted in a prominent location and enforced?				
6. Is the "Appeals Process" posted and are copies available on request?				
7. Are participants or proxy signatures and dates available verifying receipt of food each time it is issued?				
8. Are participants or proxy required to show IDs each time food is issued? 247.10(b)				
9. Are proxy authorizations available for all proxies used and adequate controls in place?				
10. Do sites offering one month certification have a designated distribution period posted in a prominent location and communicated to all participants?				
11. 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?				
12. Are food packages delivered to home-bound or no-show participants accomplished prior to the end of the month to assist in meeting caseload requirements?				

<b>SECTION II. NUTRITION EDUCATION (Section 247.18)</b> (Summary of findings from Monitoring Reviews of CSFP Distribution and Certification Sites)				
	YES	NO	N/A	COMMENTS
1. Is nutrition education thoroughly integrated into Program operations?				
2. Are Supplemental Foods used for food demonstrations documented on the FNS 153 and supported with participant sign-in log sheets?				
<b>SECTION III. FOOD STORAGE PRACTICES AND INVENTORY CONTROL OF COMMODITIES (Section 247.10 &amp; 250B)</b>				
1. Is the amount of insurance, which has been purchased to protect the value of food items being stored, sufficient for coverage?				
2. Are commodities received and stored in accordance with federal regulations and industry standards? [Parts 247.28 and 250.14(b)]				
a. Is a first-in-first-out (FIFO) system of inventory management being used?				
b. Are all products stored so they are readily available, accessible, and in good condition?				
c. Are proper security measures in place to ensure product may not be stolen or tampered with?				
d. Are storage facilities sanitary and free from rodent, bird, insect, and other animal infestation?				
e. Are storage facilities safeguarded against theft, spoilage, and other loss?				
f. Is food stocked and spaced in a manner so that USDA Foods are readily identified?				
g. Are USDA Foods stored off the floor in a manner to allow for adequate ventilation?				
h. Are other protective measures taken, as necessary?				
3. Are monthly physical inventories documented?				
a. Are the contents of assembled food packages included in the physical inventory count?				
b. Are the contents of undistributed food packages located at remote sites included in the physical inventory count?				
<b>SECTION IV. CIVIL RIGHTS (247.12 and 247.13)</b>				
1. 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?				
2. 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 web page)				
3. Are the Civil Rights posters displayed in a prominent location next to each other?				
4. Has the local agency conducted civil rights training for its staff and frontline volunteers annually?				
5. Are program information and compliance procedures available on request in the appropriate translation?				
6. Is program information being provided to applicants, participants, grass roots organizations or similar minority groups?				
7. Are civil rights complaints being handled properly?				
8. 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.)				
9. Does the local agency conduct a pre-award Civil Rights compliance review prior to approving the sub-recipient agency for CSFP program operation?				
10. Does the local agency alert the state agency prior to adding a new sub-recipient agency?				

**SECTION V. FINANCIAL MANAGEMENT (247.27)\* AND RECORDS (247.29)**

	YES	NO	N/A	COMMENTS
1. Are the following items on file at the local non-profit contract agency:				
a. Copy of grant awarded by DCF.				
b. Copies of monthly claims on the "Record of Expenditures and Administrative Claims. "				
c. Copies of agreements with all sub-distributing, certification, and food storage sites. 1) Were new sites established since last contract renewal? 2) Was required information submitted to DCF?				
d. Copies of FNS-153, Monthly Report of the CSFP and Quarterly Administrative Financial Status Report."				
e. Copies of Multi-food Requisitions, Consignee Receipts and FNS-57, "Report of Shipment Received Over, Short and/or Damaged."				
2. 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?				
3. Are records maintained to support the Record of Expenditures and Administrative Claim? (See Claim Worksheet below)				
4. Was equipment purchased with CSFP funds? If yes,				
a. Were purchases made in a manner to provide open and free competition?				
b. 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?				
c. 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 and PRINTING				
OFFICE SUPPLIES (LIST)				
EQUIPMENT (LIST): PRIOR APPROVAL REQUIRED (Software or Equipment > \$500)				
TRAVEL (STAFF TRAVEL)				
TRANSPORTATION COSTS				
SPACE AND FACILITIES				
OTHER COSTS (LIST)				
TOTAL DIRECT COSTS				
INDIRECT COSTS (MAY NOT EXCEED 8% OF DIRECT COSTS)				
GRAND TOTAL ALL COSTS				

**SECTION VI. GENERAL ADMINISTRATION AND TECHNICAL ASSISTANCE**

	YES	NO	N/A
1. Does contractor have an effective method for managing caseload assignments to sub-contractors?			
2. Are there effective procedure in place to notify sub-contractors of the contractor's policies and procedures?			
3. Is training provided to sub-contractors under jurisdiction?			
a. Is training provided at least annually?			
b. Are date, location, topics, and names of participants documented?			
4. Are there adequate supervisory and operational personnel for effective management and monitoring?			
7. Are procedures in place to prevent and detect dual participation at more than one CSFP site?			
8. 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).	
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
-----------	-------	------

**SITE MONITORING AND TRAINING SUMMARY WORKSHEET**

CERTIFICATION AND DISTRIBUTION AGENCY NAME	DATE LAST MONITORED	DATE STAFF LAST RECEIVED TRAINING	COMMENTS
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			
21.			
22.			
23.			
24.			
25.			