

Maine Department of Education

FY 2027 Offsite Monitoring for Sponsoring Organizations of Day Care Homes Waiver Request

Expanded Responses

(provided as a supplement as the FNA provided PDF waiver form did not wrap response text for some questions)

4.ii. If citing distance criteria, provide a description of the travel burden such as mile radius, travel time, or multiple modes of transportation required to review the DCH onsite.

Maine DCH Sponsors' Monitoring Travel Information					
SO Name	One-way distance in miles from SO office to furthest Provider	Travel time one-way from SO office to furthest Provider	# of Providers 1 or more hour drive one-way from SO office	Total # of Providers	% of Providers with 1 or more hour one-way drive from SO office
Androscoggin HS	48	1 hour	1	33	3%
Aroostook CAP	232	4.75 hours	19	38	50%
Community Concepts	47	1.25 hours	4	23	17%
Family Focus	81	1.5 hours	20	62	32%
Horizons	67	1	3	15	20%
Penquis CAP	124	2.5 hours	25	94	27%
SKCDC	30	.75 hours	0	28	0%
Waldo CAP	35	.75 hours	0	11	0%
Western Maine CAP	50	1.25 hours	6	26	23%

4.iii. Please describe how this waiver will address the challenges and burdens selected above.

Allowing DCH Sponsoring Organizations (SOs) flexibility to complete one (1) of the required three (3) monitoring visits off site will decrease administrative burden by lessening the amount of staff travel time and fuel and vehicle expenses to conduct monitoring visits onsite.

4.iv. Please describe how the implementation of this waiver will sustain participation in the Program for sponsoring organizations and DCHs.

By allowing this monitoring flexibility and decreasing administrative burden associated with onsite monitoring visits, SOs will be able to invest staff time savings and travel expense savings into other activities that will support proper administration of the program, which SOs already use non-CACFP funds to administer.

6. Detailed description of alternative procedures and anticipated impact on Program operations, including technology, State systems, and monitoring:

SOs monitors will utilize the State Agency created off-site monitoring form and will utilize online meeting platforms when available and feasible to conduct the off-site monitoring visits. All other regulations and monitoring procedures and protocols will be followed for off-site visits, including a review of meal counts and menus for compliance. SOs will ensure that monitors conduct at least one unannounced, on-site review annually which includes observation of a meal service. SOs have productive, on-going communications and professional working relationships with DCH Providers and are committed to program quality and integrity. SOs will complete follow-up with Providers as needed pending any findings or concerns noted during off-site monitorings.

11.i. What oversight measures will the State agency implement to ensure Program integrity?

During regularly scheduled CACFP administrative reviews, State Agency Reviewers will request the three (3) most recently completed SO monitoring reports for selected DCH Providers and reserve the right to expand the review and ask for additional monitoring reports to increase the pool of offsite monitoring reports reviewed as part of the administrative review. State Agency Reviewers will compare observations and findings from offsite monitorings completed by SO monitors against onsite monitoring reports, looking for any potential concerns. State Agency Reviewers will discuss the offsite monitoring process and outcomes with SO monitors to see if there are any concerns or technical assistance that may be needed.

11.B. Please describe how sponsoring organizations will address findings during their offsite monitoring visit.

SOs will follow their approved monitoring plans as outlined in their approved Institution Management Plan, including protocols for following-up and addressing findings for both onsite and offsite monitorings.

11.C How will sponsoring organizations address providers that miss their virtual visit?

SOs will follow their DCH Provider monitoring schedule and protocols as outlined in their approved Institution Management Plans, including rescheduling monitoring visits for providers that miss their offsite, virtual visits.