

Table 2. Top 50 job duties/functions identified by sponsor monitors overseeing family day care homes involved in the Child and Adult Care Food Program (CACFP) (n= 499)

Survey Items	How Often (1-5)		How Important (1-4)	
	M	SD	M	SD
Communicate with providers in an ethical, respectful, and caring manner.	4.7	0.8	3.9	0.3
Follow federal and local regulations.	4.6	0.9	3.9	0.4
Comply with sponsoring organization's policy and procedures.	4.5	1.0	3.8	0.6
Maintain standards of ethics and promote agency's interests.	4.3	1.0	3.7	0.6
Maintain current knowledge of CACFP regulations.	4.2	1.6	3.8	0.4
Maintain files of required records for each provider.	3.9	1.3	3.6	0.7
Provide technical assistance to providers.	3.9	1.2	3.7	0.7
Perform other job functions as assigned/negotiated.	3.9	1.3	3.5	0.8
Communicate CACFP procedures to providers.	3.7	1.2	3.7	0.5
Communicate CACFP regulations to providers.	3.7	1.2	3.7	0.6
Communicate provider issues with sponsor.	3.7	1.3	3.6	0.7
Perform mandatory onsite visits to providers.	3.6	1.1	3.8	1.8
Review meal pattern requirements with providers.	3.7	1.1	3.7	0.6

Job Duties and Perceived Training Needs of Sponsor Monitors of Family Child Care Programs Participating in the Child and Adult Care Food Program (CACFP)
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Review requirements for serving food with providers.	3.6	1.1	3.7	0.6
Review the menu with providers.	3.6	2.2	3.7	0.6
Observe meal services at each FDCH.	3.5	1.1	3.8	0.6
Report monitoring activities to sponsoring agency.	3.6	1.2	3.5	0.8
Verify license/certification/registration capacity of FDCH.	3.6	1.3	3.5	0.8
Train providers on creditable and non-creditable foods.	3.5	1.2	3.7	0.6
Observe all FDCH meal types (breakfast, lunch & snacks).	3.5	1.2	3.7	1.9
Oversee record-keeping of providers.	3.5	1.3	3.6	0.8
Perform field office duties.	3.5	1.5	3.4	1.0
Distribute appropriate provider reporting forms.	3.6	1.2	3.5	0.8
Discuss programmatic errors with providers.	3.5	1.2	3.6	0.7
Train providers on CACFP program policies and procedures.	3.4	1.2	3.7	0.6
Monitor meal schedules.	3.5	1.1	3.5	0.8
Maintain monthly monitor activity records.	3.5	1.3	3.4	2.1
Assure menu corrections have been made as required.	3.4	1.1	3.6	0.6
Perform central office duties.	3.4	1.6	3.2	1.1
Plan monthly monitoring activity schedule.	3.3	1.1	3.4	0.8

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Train on nutritional program practices.	3.2	1.2	3.6	0.7
Assist in tracking child enrollment and withdrawals.	3.3	1.2	3.4	0.9
Maintain appropriate documentation of corrective action with a problem provider.	3.2	1.3	3.6	0.8
Review infant feeding program with providers.	3.2	1.2	3.5	0.7
Conduct initial four-week new home reviews.	3.1	0.8	3.6	1.2
Coordinate corrective action and follow up with providers.	3.1	1.2	3.5	0.7
Support the mission of child care associations.	3.3	1.4	3.3	0.9
Evaluate and monitor progress of providers in improving menus.	3.0	1.1	3.4	0.7
Report allegations of CACFP non-compliance.	3.0	2.0	3.6	0.7
Provide preliminary enrollment and training of providers.	3.1	1.1	3.6	2.0
Provide individual training to providers.	3.1	1.2	3.5	0.7
Enroll new providers.	3.0	1.1	3.6	0.8
Recruit new providers.	3.0	1.3	3.4	0.9
Complete required reports for sponsoring organization.	3.0	1.3	3.3	0.9
Maintain monthly monitor expense records.	3.1	1.4	3.1	1.1
Approve eligibility of the children to participate.	2.9	2.4	3.2	1.1
Report all suspected child abuse and neglect.	2.8	1.5	3.8	0.7

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Provide technical assistance for feeding infants.	3.0	1.2	3.4	0.8
Participate in staff meetings.	3.0	0.8	3.4	0.7
Report noncompliance with state child care regulations.	2.8	1.4	3.5	0.8