

## **CONTRACTS MONITORING POLICY & PROCEDURE**

**PURPOSE:**           **To monitor all contracts for compliance of federal rules and regulations.**

**PROCEDURE:**

1. Program Content Operations Directors/Managers will monitor all contracted programs at least three times per year during the periods of September/October, December/January, and March/April.
2. Program Content Operations Directors/Managers will utilize the site monitoring reports for Administration, Education/Disabilities Health, Nutrition, Social Services, Transportation and Parent Involvement.
3. Before leaving the contracted site, each component Director will share their findings with the appropriate staff person.
4. The original copy of the site monitoring report will be retained by the Component Director and a copy will be given to the Associate Director of Family & Children Services.
5. The Associate Director of Family & Children Services will compile all completed site monitoring reports and together with a cover letter send them to the contractor for review.
6. The site monitoring reports will be utilized to determine need for technical assistance and continuation of the contract.

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