SPONSORING ORGANIZATION

REQUIRED POLICIES/PROCEDURES CHECKLIST

# Personnel Policies

1. Hiring Procedures

***NOTE: Each position must have a job description that contains the following:***

* + ***General Description***
  + ***Minimum Qualifications***
  + ***Examples of Work Performed***

1. Types of Positions—Organizational Chart
2. Office Schedule, Notification, Pay Periods, and Holidays
3. Leave of Absence
4. Compensation Policy
5. Termination of Employees
6. Restricting Outside Employment Policies
7. Sponsoring Organization Key Staff Training

# Site Policies

1. Monitoring Reviews
2. Meal Disallowances
3. Recordkeeping
4. Meal Service Time
5. Mealtime Change
6. Cycle Menus
7. Submission of Records
8. Site Edit Checks
9. Annual Site Training
10. Household Contacts
11. Serious Deficiency Procedures
12. Proposed Termination and Disqualification
13. Appeal Procedures
14. Suspension/Termination
15. Civil Rights Complaint