

## AT-RISK AFTERSCHOOL MEALS MONITORING FORM FOR MULTI-SITE SPONSORS CHILD AND ADULT CARE FOOD PROGRAM (CACFP)

Site Name:						
Date:						
Time In:						
Time Out:						
Visit Type:	<ul><li>☐ Scheduled Visit</li><li>☐ Unannounced Visit</li></ul>			Meal was:	☐ Prepared on site	
Time Meal Serve	d (must	be approved meal/sna	ıck servi	ce):		
Name of Vended	Meals F	Provider:				
Meal Served:	 Lur	oper	Foo	od is served:	☐ Cafe	plated nily style eteria line er:
MENU Observed: (B, L Su)	., Sn,	ACTUAL FOOD IT	ГЕМ	QUANTITY (served)	MET	NOT MET (state why portion size not met)
Main entrée						
Meat/Alternate (no equired at breakfa						
ruit/Vegetable lunch/supper need different food items						
Fruit/Vegetable lunch/supper need different food items						
Grains/Breads						
Fluid Milk						
Other Foods						

Number of Reimbursable Meals Served to Partici	pants	·		<del></del>
Number of Reimbursable Meals Served to Others	:			
Total Meals Prepared/Ordered:				
Site's recorded meal count:				<u>—</u> .
Afterschool Meal Service/Meal Menus	Met	Not Met	N/A	Comments/Observations Document corrected date
Menu (observed during visit) meets meal pattern requirements for snack or respective meal.				
Participants received the minimum portion of each food component.				
Recorded and dated meal menus were on file for current month.				
Menus meet CACFP meal pattern requirements.				
Planned portion sizes meet quantity requirements.				
Prepackaged meal items meet portion size requirements.				
Menu did not contain non-creditable food items (i.e. pudding).				
Food production records are completed for at-risk meal (breakfast, lunch or supper).				
Vended Meal/Snack	Met	Not Met	N/A	Comments/Observations Document corrected date
Vended Meal/Snack  Adequate numbers of portions are delivered to site.	Met		N/A	
	Met		N/A	
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Adequate numbers of portions are delivered to site.  Portion size information is provided by vendor.  A procedure is in place if vended delivery is short quantity of food/meals or is missing a food	Met		N/A	Document corrected date
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Afterschool Meal Administration	Met	Not Met	N/A	Comments/Observations Document corrected date
Program offers organized, scheduled programming that includes education and/or enrichment activities.				
Sponsor or site does not charge children for meal.				
Afterschool meals/snacks are claimed only for school-age children: age 18 (at start of school year) and under and persons of any age who meet definition of "Persons with Disabilities" that are allowed to participate.				
Afterschool meals/snacks are only claimed for reimbursement during regular school year (which includes: school days, weekends, holidays, school vacations); <b>not</b> in summer unless site is in area served by year-around school.				
Diet statements are on file for participants who are on special diets (i.e. participants who cannot follow the meal pattern).				
All parents are provided information on the benefits of the WIC Program (poster or handout or other format).				
"Building for the Future" poster is prominently displayed.				
Even Start Infants/ Head Start Children (if	Met	Not	N/A	Comments/Observations
applicable)		Met		Document corrected date
		-		Bocament corrected date
Site provides iron fortified infant formula/infant foods.				Document corrected date
· · ·				Document corrected date
Site provides iron fortified infant formula/infant foods.  Parent decline forms are on file.  Daily infant food production records are kept.				Document corrected date
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Sanitation/Food Safety	Met	Not Met	N/A	Comments/Observations Document corrected date
Participants, staff/volunteers washed hands before meal preparation and/or service of meals.				List names of Key Staff:
Tables were washed and sanitized before meal service.				
Foods are maintained at correct temperatures: Hot foods above 140°F; Reheated foods above 165°F; Cold foods below 41°F.				
Food storage areas are clean and maintained at required temperatures (dry storage: 50-75°F; refrigerator: 32-40°F; freezer: below 0°F).				
Proper ware washing, rinsing, and sanitizing procedures are followed.				
Findings from the most recent Health Department inspection report have been corrected or maintained.				
A certified food manager is on site (if required by MDH).				

Multi-site sponsors must complete this section. Compare today's meal count (for the observed meal) to the meal counts recorded for the previous five days that this meal was served in each room at the site. Meal counts may be recorded by age group or by room number.

## HISTORICAL COMPARISON

Today's Observed Meal Date:	
Today's Observed Meal Date:	

	License Capacity	Monitor's Meal Count	Site's Meal Count	Previous Date:	Previous Date:	Previous Date:	Previous Date:	Previous Date:
Even Start								
Head Start								
School-Age								

- 1. Using information from the above chart, compare the afterschool meal counts that you recorded for the observed meal to meal counts recorded for the previous five days for each classroom or group of children.
- 2. If you find at least one day out of the previous five days where the reported meal count was equal to or less than (≤) the number of meals recorded during your observation, you do not need to proceed with the rest of this page unless you have other reasons to suspect inaccurate recording of meal counts.
- 3. If any room or any location where meal counts are taken does not meet these criteria, or if you have other reasons to suspect inaccurate meal counts, expand your search to include a total of 30 days worth of meal counts and complete the rest of this form.
- 4. List the age group(s) or room number(s) that did not have any meal counts that were equal to or less than the number of meals recorded during your observation to meal counts for the past 30 days.

Age group(s) or room number(s) with meal count discrepancies:

ble explanation:  h/Sign Out Sheets OR Attendance Sheets.
and Farmer (new inext at abild and another sub-). For all the satisfactors and
ment Forms (required at child care centers only). Enrollment forms are not ed for participants at At-Risk Centers, Outside School Hours Care Centers and Jency Shelters. However, school age children who attend an at-risk center and pate in both Afterschool Meals and regular CACFP are required to have an ment form on file.
action(s) taken (describe):

6. Once you've identified the reason for the meal count discrepancies, record your findings, your plan to correct the problem(s) and the date of implementation.

Finding	Corrective Action Plan	Implementation Date	Follow Up Date if necessary

Write Corrective Action Plans and anticipated dates of correction for all "Not Met" responses noted on monitoring form.

List any problems noted during the previous monitoring visit. Have these pro	blems been
corrected and corrective actions maintained at the time of this visit? If no, ex	plain.

Site Staff Signature and Date	Sponsor Monitor Signature and Date

## KEEP THIS FORM ON FILE FOR THREE YEARS AND THREE MONTHS PAST THIS CURRENT YEAR.

WHY? To ensure that Child and Adult Care Food Program requirements are being

met at each sponsored site.

**WHEN?** Monitor sites according to the schedule described in the management plan

submitted as part of the yearly application.

**HOW OFTEN?** Visit sites at least three times each year unless special conditions apply. All

sites must be visited within the first six weeks of program operations. No

more than six months can elapse between site visits.

**VISITS:** Monitoring visits must be conducted during a claimed meal service. At least

two of the three required visits must be unannounced each year.

Documentation of each monitoring visit must be kept on file.

**FOLLOW-UP:** If the monitor identifies areas that are "not met", a corrective action plan

must be developed and a date for completion of this plan must be

documented. Follow-up visits are required.