MONITORING FORM FOR MULTI-SITE SPONSORS
CHILD AND ADULT CARE FOOD PROGRAM (CACFP)

Monitor sites according to the schedule described in your sponsor management plan submitted as part of the yearly application. Visit sites at least three times each year unless special conditions apply. New sites must be visited within the first four weeks of claiming meals. No more than six months can elapse between site 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.

Site Name: _____

Date: _____

Time In: _____ Time Out: _____

Visit Type: ☐ Scheduled Visit ☐ Unannounced Visit

Meal was: ☐ Prepared on site ☐ Vended

Time Meal Served: _____

Name of Vended Meals Provider: _____

Meal Served: ☐ Breakfast ☐ Lunch ☐ Supper ☐ ____ Snack

Food is served: ☐ Pre-plated ☐ Family style ☐ Cafeteria line ☐ Other: _____

MENU Observed: (B, L, Sn, Su)	ACTUAL FOOD ITEM	QUANTITY (served)	MET	NOT MET (state why portion size not met)
Main entrée				
Meat/Alternate (not required at breakfast)				
Fruit/Vegetable (lunch/supper need two different food items)				
Fruit/Vegetable (lunch/supper need two different food items)				
Grains/Breads				
Fluid Milk				
Other Foods				

Number of Reimbursable Meals Served to Participants: _____
Number of Reimbursable Meals Served to Others: _____
Total Meals Prepared/Ordered: _____
Site's Recorded Meal Count: _____

Recordkeeping/Training Checklist:	Yes	No	N/A
Household Income Statements:	☐	☐	☐
Child Enrollment Forms:	☐	☐	☐
Staff has received annual Food Program Training:	☐	☐	☐
Staff has received annual Civil Rights training:	☐	☐	☐
Special Diet Statement on file:	☐	☐	☐

Any items marked "Not Met" require Corrective Action and Follow-up with Corrected/Completion Date.

Meal Service	Met	Not Met	N/A	Comments/Observations Document corrected date
Only one percent or skim milk is served to participants two years of age and older.	☐	☐	☐	
Water is available to participants throughout the day.	☐	☐	☐	
The observed meal is reimbursable.	☐	☐	☐	
Meals were not claimed for participants who brought in food from home.	☐	☐	☐	
Meal counts were accurately recorded and current at the time of the review.	☐	☐	☐	
All required components were served at the same time (no foods are held back while other food is served or eaten).	☐	☐	☐	
Each participant received the minimum portion of each required food component (if not served family style).	☐	☐	☐	
Menus were dated for all meals and snacks.	☐	☐	☐	
Adult Day Care Facility Only - The "Offer vs. Serve" provision is implemented correctly during meal service.	☐	☐	☐	

Meal Documentation	Met	Not Met	N/A	Comments/Observations Document corrected date
Recorded meal counts are up to date.	☐	☐	☐	
Today's meal count was taken at time of meal service.	☐	☐	☐	
Site's recorded meal count matches monitor's count.	☐	☐	☐	
Attendance is documented daily.	☐	☐	☐	
Current month's menus meet meal pattern requirements.	☐	☐	☐	
Food production records are completed daily.	☐	☐	☐	

Administrative Records	Met	Not Met	N/A	Comments/Observations Document corrected date
Food program paperwork is organized and maintained in a monthly folder. Trainings are documented and filed.	☐	☐	☐	
Enrollment forms include documentation by parent of the usual days, hours in care and usual meals eaten by the participant at the center. Enrollment forms are collected for all new children.	☐	☐	☐	
All enrollment forms are no more than 12 months old.	☐	☐	☐	
Diet statements are on file for participants who are on special diets and are accurately followed (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" information on the CACFP is provided to all parents (poster or handout or other format).	☐	☐	☐	

Civil Rights	Met	Not Met	N/A	Comments/Observations Document corrected date
"And Justice" poster is prominently displayed.	☐	☐	☐	
There is no separation by race, color, national origin, age, sex or disability in: eating areas, serving lines, serving times or seating arrangements.	☐	☐	☐	

Infant Issues	Met	Not Met	N/A	Comments/Observations Document corrected date
Center provides food and formula for infants.	☐	☐	☐	
Decline and Infant Meal Notification forms are on file for infants who are not receiving center-provided formula or infant foods.	☐	☐	☐	
Infant food production records (IFPR's) are completed daily and retained on site.	☐	☐	☐	
Completed IFPR's contain all required meal components.	☐	☐	☐	
Point of service meal counts are completed for infants 12 months of age and older.	☐	☐	☐	

Staff Training	Met	Not Met	N/A	Comments/Observations Document corrected date
Sponsor has identified "key staff" at the site. List names of Key Staff:	☐	☐	☐	
Sponsor has provided annual training to key staff on the following minimum content areas: meal patterns; meal counts; record keeping; claims submission and review procedures; reimbursement system; civil rights.	☐	☐	☐	

At Risk After School Meal Program (ARASM)	Met	Not Met	N/A	Comments/Observations Document corrected date
Separate attendance and meal counts are kept for the ARASM.	☐	☐	☐	
Only one ARASM meal and one snack is claimed per school-age child per day during the school year.	☐	☐	☐	
The after school At Risk program has enrichment or educational activities.	☐	☐	☐	
The ARASM is only operated during the school year.	☐	☐	☐	
Correct portion sizes of required components are served to participants.	☐	☐	☐	
Snack menus were dated (including cycle/seasonal menus) and specific foods/beverages are identified.	☐	☐	☐	
Menus and food production records are on file to document any meal claimed in the ARASM.	☐	☐	☐	

Sanitation/Food Safety	Met	Not Met	N/A	Comments/Observations Document corrected date
Participants, staff and volunteers washed hands before meal preparation and/or meal service.	☐	☐	☐	
Tables were washed and sanitized before meal service.	☐	☐	☐	
Foods are maintained at correct temperatures: Hot foods above 140ºF; Reheated foods above 165ºF; Cold foods below 41ºF.	☐	☐	☐	
Food storage areas are clean and maintained at required temperatures (dry storage: 50-75ºF; refrigerator: 32-40ºF; freezer: below 0ºF).	☐	☐	☐	
Proper washing, rinsing, and sanitizing procedures are followed.	☐	☐	☐	
Findings from the most recent Health Dept. inspection report have been corrected or maintained.	☐	☐	☐	
A Certified Food Manager is on site if more than 18 meals are prepared per meal service.	☐	☐	☐	
Choking/CPR posters are posted in all classrooms for infants and children as applicable.	☐	☐	☐	
All food is stored at least six inches off floor.	☐	☐	☐	
All open food packages must be in a sealed labeled container.	☐	☐	☐	
All chemicals are stored away from food and related items.	☐	☐	☐	
The dish machine or wash sinks meet temperature and procedural requirements.	☐	☐	☐	

Food Production Records	Met	Not Met	N/A	Comments/Observations Document corrected date
Food production records are completed daily and maintained on file for all meals and contain adequate quantities of food prepared and recorded.	☐	☐	☐	
Amounts of food were recorded in measureable units.	☐	☐	☐	
Substitutions and accommodations to special diets are documented.	☐	☐	☐	
Product information (CN labels or product fact sheets) are on file for combination convenience foods.	☐	☐	☐	

Vended Meals	Met	Not Met	N/A	Comments/Observations Document corrected date
Adequate amounts (number of meals or portions) are delivered to site.	☐	☐	☐	
Portion size information is provided by vended meals provider.	☐	☐	☐	
A procedure is in place if catered delivery is short quantity of food or is missing a food component(s). Explain the procedure:	☐	☐	☐	
Temperatures of potentially hazardous foods, i.e. all sources of meat or meat alternates, are recorded at the time of delivery and again at time of service. The vended meals provider is notified if temperatures do not meet Food Code requirements [proper temperatures stated above].	☐	☐	☐	

Child Care Centers and Adult Day Care Centers 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: _____

	License Capacity	Monitor's Meal Count	Site's Meal Count	Previous Date:	Previous Date:	Previous Date:	Previous Date:	Previous Date:
Infants Room 1								
Infants Room 2								
Toddlers Room 3								
Toddlers Room 4								
Preschool Room 5								
Preschool Room 6								
School-Age Room 7								
ARASM								

1. Record the number of children present at the visit.
2. Collect the meal count for the meal service that is observed or the meal service closest to the time of the monitoring visit.
3. Compare this total to the meals claimed in the previous five to thirty days.
4. Take no further action if, in that five to thirty day review, meal count records are equal to or less than the number of children observed on the day of the visit and there are no further inconsistencies identified. If there are discrepancies, proceed to Step 5.
5. Attempt to reconcile meal counts and attendance that exceed the observed meal count/attendance by one of the following methods:
   a. Verifiable explanation:_____
   b. Sign in/sign out attendance records.
   c. Data collected from enrollment forms.
   d. Notation of specific children in attendance at the time of the visit
   e. Assess circumstances that affect attendance such as: school breaks, non-standard holidays or weather emergencies.
   f. Household contacts
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: 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.

Finding	Corrective Action Plan	Implementation Date

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

Other Plan or comment:

_____
Site Staff Signature and Date

_____
Sponsor Monitor Signature and Date

INSTRUCTIONS: RETAIN THIS FORM ON FILE FOR THREE YEARS AND THREE MONTHS PAST CURRENT YEAR TO DEMONSTRATE THAT CACFP REQUIREMENTS ARE MET AT EACH SPONSORED SITE.