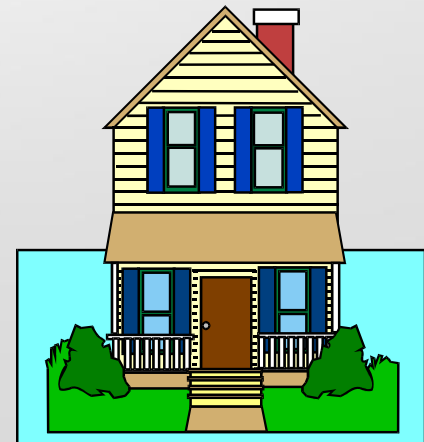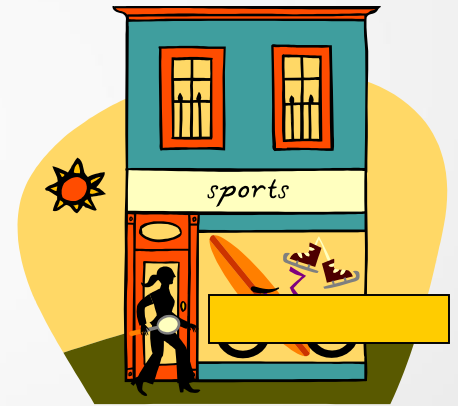# Monitoring

Requirements for Sponsors of Multiple Sites

Pages 82-84

Sponsors With Multiple Sites Overview

Additional requirements in application

- Procedure for adding new sites

- Administrative Staffing-online

- Pattern Schedule of reviews

Prior to Approval of All New Sites

- Must conduct and document preapproval visits to each new site.

- Must train staff of CACFP requirements

- Must verify that the proposed food service does not exceed the capability of the facility.

Approval Requirements

Before meals are claimed- documents required

1. Pre-application Visit Form.
2. License or certification.
3. Memo indicating on what days the sponsor wish to start serving meals.
4. If contracting meals, the appropriate food service contract or amendment to current contract.

On-line facility application revision

1. Add the center under "sites".
2. Revise Sponsor Application, page 6.
3. Revise Facility Application.
4. Revise Budget Application, page 1.
5. Submit all parts of the online application revisions.

Monitoring Review Schedule

- Three times annually – including main site.

- Two of the three unannounced.

- New sites within first 4-weeks of CACFP operation.

- Visits cannot be more than 6-months apart.

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Monitoring Form

- A meal observation
- Checking REQUIRED FORMS for accuracy
- Safety and sanitation
- Display of the "…And Justice for All" poster
- Civil Rights Compliance
- Training sessions for staff
- Complete 5-day Reconciliation

Existing tab on website

Child and Adult Care Food Program
Sponsor's Monitoring Form

Review Schedule

All **Centers** must be reviewed at least three times annually. New sites must be reviewed within the first four weeks of CACFP operations. Reviews cannot be more than six months apart.

TYPE OF CENTER (Check One):

☐ Regular   ☐ Outside School Hours or At-Risk Site   ☐ Homeless Shelter

TYPE OF REVIEW (Check One):

☐ First Four Weeks   ☐ Regular Review   ☐ 1   ☐ 2   ☐ 3

☐ Announced visit   ☐ Unannounced visit

Number enrolled as shown on the Master Roster_____

Number present on day of visit _____

Name of Center: Date:

Address:

	Yes	No	NA
1. Are the following items displayed in the center: …And Justice For All Poster / Building for the Future Poster / Current Week's (Month's) Menus / Current Health Permit / Current Health Inspection Report / DHR License or other certification			
2. Have all Income Eligibility Forms (IEF) been checked for completeness and determined correctly?			
3. Are IEFs completed, evaluated and signed promptly when new persons are enrolled?			
4. Is the center using the correct form: Daily Record or Daily Attendance Record?			
5. Are Daily Records complete, marked on a daily basis and marked correctly?			
6. Are the Daily Attendance Shhets marked while the children are eating or being served?			
7. Are the Daily Attendance Records marked completely and correctly?			
8. Is the Monthly Meal Count Record being completed correctly and at the point of meal service?			
9. Is the Monthly Summary Form completed correctly?			
10. Are records sent to the sponsor's office on a regular and timely basis (or as required by the sponsor?			
11. Are all records filed and stored in an orderly manner?			
12. Do planned menus list all required components for each type of meal service?			
13. Do Food Production Records indicate that planned menus are being followed?			
14. Is enough food prepared and served to meet at least the minimum requirements of the CACFP?			
15. Are Food Production Records completed as meals are prepared or immediately thereafter?			
16. If food is delivered, are adequate meal delivery tickets provided on a daily basis?			
17. Are participants separated by race, color, national origin, sex, age or disability in the following areas: eating area, serving lines, seating arrangements, assignment of eating period?			
18. Are all food components served at the same time or near the same time?			
19. Is food used as a punishment or a reward?			
20. Are signed medical statements available for children not served required meal components?			

Monitor Responsibilities

- Planning and scheduling monitoring reviews

- Conducting Review

- Technical assistance if any issue are observed

- Follow-up review to ensure corrections are being followed

- Training

- Submitting appeals based on Audit reviews

Site Data Reminders

Sponsors of multi sites must review each site's monthly information for the following:

- Approval of meals being claimed.

- Total meal count for any meal not exceeding the total enrollment for the month.

- Total meal count for any meal not exceeding license capacity.

- Total meal count for any meal may not exceed the number in attendance.

- The Required Daily Record and sign-in and -out sheets are complete and accurate.

Monthly Edit Checks

Are only approved meals claimed?

Maximum Number of Meals

_____X_____X_____=_____

Total enrollment   days served   # meal types   max. number of meals

(check formula against total meals claimed)

$$\frac{62}{\text{Total enrollment}} \times \frac{20}{\text{days served}} \times \frac{3}{\text{\# meal types}} = \frac{3720}{\text{maximum \# of meals}}$$

Five Day Reconciliation

Select a **five day** period in the month prior to the monitoring visit:

1. Gather all Sign-in Sheets, Daily Attendance Sheets, or Required Daily Records and Monthly Meal Count Record for the month.

2. List dates to be reviewed (five consecutive days).

3. For each day, enter the enrollment (number of children that were provided care by the center) from the Daily Attendance Record or Daily Record.

4. For each day, count the number of children signed in from the Sign-In Sheets.

5. From the Daily Attendance Sheets or the Monthly Meal Count Record, determine the total number of meals served by type (breakfast, lunch, snack, etc.).

6. If on any day, the number of any meal served exceeds the number enrolled or signed-in, highlight that meal. Ask center personnel to clarify and document.

Other Responsibilities

- Keep records separate for each center, except expenses.

- File one claim, but report meals for each site separately.

- May store records at a central location.

- Other records will be reviewed at on-site visit.

Mini Review- Sponsor of Multiple Centers

- The sponsoring organization must document reviews for every site under its administration that participates in the CACFP. This includes the "main" site where the administrative staff regularly works.

- The sponsor must submit and receive approval for any new sites **before** meals may be claimed at the new sites.

- New sites must be reviewed within the first four weeks of participation.

- Two of the three required site reviews must be unannounced.

- Facility Reviews must include a "5-Day Reconciliation".