

SAMPLE CACFP MONITORING SCHEDULE FORM
 (Requirement For Sponsors Of One Or More Centers in Different Location(s) Only)

OPTIONAL - Use this form or design your own

YEAR	COUNTY	NUMBER

NAME OF SPONSOR _____

AGREEMENT #: _____

PLAN AND COMPLETE YOUR MONITORING SCHEDULE FOR THE NEW AGREEMENT YEAR BEGINNING OCTOBER 1.

Each sponsoring organization must **ANNUALLY** conduct the required number of monitoring visits for each site under its sponsorship. As part of its monitoring plan, a sponsoring organization must document that it will employ the equivalent of one full-time staff person for each 25 to 150 centers it sponsors. § 226.15(d) requires sponsors to “devote adequate supervisory and operational personnel for management and monitoring of the Program” as a condition of sponsor eligibility and a key part of meeting compliance for “Administrative Capability.” **Note: an employee of a management company may not conduct monitoring visits.**

- Reviews must be conducted at least 3 times a year for each center with no more than 6 months apart.
- **At least two of the three reviews must be unannounced** and must include observation of a meal service.
- **Timing of reviews must not be predictable to your facilities.**

PROGRAM LOC # <small>(See CACFP Schedule A)</small>	ADDRESS	DATE 1 ST VISIT		DATE FOLLOW-UP VISIT		DATE 2 ND VISIT		DATE FOLLOW-UP VISIT		DATE 3 RD VISIT		DATE FOLLOW-UP VISIT		COMMENTS
		ANNOUNCED	UNANNOUNCED	ANNOUNCED	UNANNOUNCED	ANNOUNCED	UNANNOUNCED	ANNOUNCED	UNANNOUNCED	ANNOUNCED	UNANNOUNCED	ANNOUNCED	UNANNOUNCED	
Old Church Day Care Ctr.	123 Oak Lane, Anywhere, NJ		11/00/00			01/00/00					06/00/00			TA provided. Revisit to verify meal requirements.
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*CODES: A – RECORD KEEPING

B – MEAL SERVICE C- SANITATION

D - USDA MEAL REQUIREMENTS

E – NUTRITON EDUCATION

F - MONITORING