



CACFP Monitoring Tracking Form

This form is optional. Other tracking methods may be used if they clearly show all reviews are completed as required.

Pre-operational Visit: New sites, sites in new locations, and sites that close for more than one month must receive a pre-op visit prior to program operation.

Reviews: Each site must receive a review at least 3 times per federal fiscal year.

- At least 2 reviews must be unannounced (no prior notification).
- At least 1 of the unannounced reviews must include a meal observation.
- No more than 6 months may elapse between reviews.
- The timing of reviews must vary so they are unpredictable to the sites (i.e., do not conduct reviews at different sites on the same day. Do not conduct reviews in the same months each year).

New sites and sites in new locations must be reviewed within the first four weeks of program operation. If serious deficiencies are identified, the next review of that site must be unannounced.

October 1, _____ - September 30, _____
Year Year

Complete the table below for each site.

Site Number: _____ Site Name: _____

Pre-operational visit date (if applicable): _____

	Date Completed	Announced/ Unannounced (circle one)	Meal Observed (circle one)	Follow-up Needed (circle one)
Review 1		Announced / Unannounced	Brk AM Lunch PM Din Eve None	Yes No
Review 2		Announced / Unannounced	Brk AM Lunch PM Din Eve None	Yes No
Review 3		Announced / Unannounced	Brk AM Lunch PM Din Eve None	Yes No
Follow-up review		Announced / Unannounced	Brk AM Lunch PM Din Eve None	Yes No

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