

Monitoring visits keep staff in check so that

- Kids are served safe, nutritious meals that meet the meal pattern
- Records are properly completed
- Only compliant meals are claimed for CACFP reimbursement.

## Monitoring

### Who are the best monitors?

- Less-biased point-of-view
- Willing to wear an "inspector's hat"
- Will hold staff accountable
- Well informed of CACFP requirements
- Thorough records



Ideally...

- Not staff working at the site
- Same staff monitors all sites

### Monitors

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They are the eyes and ears for assuring compliance with the CACFP requirements.

Select your monitors carefully--

- Think about your current staff's weaknesses/strengths
- Consider any conflict-of-interest

### Plan ahead and Organize

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#### Site Review Tracking Sheet

Site Name	Site Number	Pre-op visit	First Four week visit	Review 1	Review 2	Review 3	Follow-up review
		Date:	Date:	Date:	Date:	Date:	Date:
				Unannounced Y N	Unannounced Y N	Unannounced Y N	Unannounced Y N
				Meal (circle one) BALPDE	Meal BALPDE	Meal BALPDE	Meal BALPDE
				Follow-up needed Y N	Follow-up needed Y N	Follow-up needed Y N	Follow-up needed Y N

### Site Review Schedule Plan

Plan each site's tentative review schedule at start of fiscal year

...Make the schedule unpredictable...

Plan them on different...

- weeks of the month
- week days
- times of the day

Example

First Four week visit	Review 1	Review 2	Review 3
Date:	Date:	Date:	Date:
11/12/18	2/27/19	6/7/19	
Unannounced Y N	Unannounced Y N	Unannounced Y N	Unannounced Y N
Meal (circle one) BALPDE	Meal BALPDE	Meal BALPDE	Meal BALPDE
Follow-up needed Y N	Follow-up needed Y N	Follow-up needed Y N	Follow-up needed Y N
2 <sup>nd</sup> week Monday PM snack	4 <sup>th</sup> week Wednesday breakfast	1 <sup>st</sup> week Friday lunch	



### Site Reviews → Aim to exceed the minimum USDA requirements

↓At minimum↓

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**Unannounced**

≥ 2 of 3 per year

≥ 1 must observe meal service

**Aim to complete all reviews as unannounced meal observations**

### Site Review Types

**Aim to exceed the minimum USDA requirements**

Try completing all reviews unannounced

Unannounced Review = **No prior notification**

- Site staff do not know when you may be completing a CACFP review

Try observing a meal at each review

**Meal Observations**

- The monitor must observe the entire meal service and in all rooms where meals are served

**Unannounced meal observations = more complete assessment**

### Site Review Preparation

How do I prepare for site review?

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### Check the prior review's completed form for noncompliance

A. Finding:	B. C. Required Corrective Action (CA):	D. CA Due	E. Follow-Up
The "Best Buy" date for the eggs in the refrigerator was 4 weeks ago	Discard the eggs immediately. Start checking all perishable foods each Monday	Immediate	June 12 <sup>th</sup> : the kitchen staff now checks every Monday morning for
<i>Julian Mendez</i>			6/7/18
Monitor's Signature (Staff person completing the CACFP Site Review)			Date
<i>Susan Channing, Director</i>			6/7/18
Site Staff's Signature of Site (Staff person present during this visit and responsible for corrections)			Date

Example

6/7/18 Findings:

- ✓ Expired food
- ✓ Product labels WGR items
- ✓ Meal service -

# The Proactive Sponsor (> 1 Site)

## Complete the CACFP Site Review Form

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### ↓ Requirements covered by Site Review Form ↓

Must be checked at each review

- Sanitation/Safety
- Civil Rights
- Meal Documentation: Menus, Production Records, & Food Crediting Doc
- Meal Pattern-1+ Yrs
- Water-Directly Offered

- Meal Count Records- Completing 5-Day Reconciliation
- Recordkeeping Requirements (retention rules, agency procedures)
- CACFP Training Requirements
- Review Outcome Findings/Corrective Action/ Follow-Up

#### If have:

- Infants
- Special Dietary Need (SDN) Requests
- CACFP Enrollment Forms & WIC Info (CC & HS only)

#### If observe a meal...

- Meal Service Observation

## What do these questions really mean? Meal Observation What am I supposed to be looking for?

### Meal Preparation

Meal Component	Specific Food
Milk (Specify types by age group)	
Meat/Meat Alternate	String
Vegetable	
Fruit	Fresh, Sliced
Grains	

#### Answer questions 1-7

#### Compare the menu and production/transportation records

1. The foods listed on the menu for the meal are
2. Creditable foods were served for each require
3. The quantities of foods listed on the production
4. The quantities of food prepared/delivered wa

### Complete the Meal Chart:

❖ Record the actual foods, total quantities, & portions being prepared based on what you see in the kitchen and the cook tells you

- Compare the foods, portions, and total amounts being prepared to the production record

### Evaluate the meal chart information:

- (1) Are the specific foods being served creditable to each meal component?
- (2) Are the portions sufficient to serve the minimum serving sizes required (or more) to each age group?
- (3) Are the total amounts sufficient to serve the portion sizes to the # of children & staff eating?

### Meal Service & 5-Day Reconciliation

Classrooms	Bunnies (1-2 yr)	Frogs (2-3 yr)	Cats (3-5 yr)	Big Dogs (5-12 yr)
Stagger Room visits (ex.)	1:30 PM	1:40 PM	1:50 PM	2:00 PM
↓ Check in each room ↓				
(1) Meal components ❖ Creditable foods for all components ❖ Milk: 1 yr-Whole; 2+ yr-1%/Skim				
(2) Serving Sizes ❖ Correct portions served by "pre-plated" & "family-style" ❖ Proper sizes-cups, bowls, plates for min. servings of all foods together				
(3) Special Dietary Needs				
(4) Meal counts rec. at time-of-service				
(5) Record 5-day reconcil.				

**Look at: meals served, meal counts, & attendance**  
→ Visit each classroom consecutively, in the same order as the kids start their meal service (typically this is staggered)

Meal recorded for 5-day rec (circle one)	5 Preceding Dates													
	Today	Day 1	Day 2	Day 3	Day 4	Day 5								
	MC	Alt	MC	Alt	MC	Alt	MC	Alt	MC	Alt				
Bunnies (1-2 yr olds)	2	8	5	7	7	8	8	7	5	8	5	5		

Answer questions 1-3. If the answer is "No", provide further information in Comments.

Question	Yes	No
1. The physical count of participants seated for meals is recorded at the time the meal is served or immediately following. If "No", these meals cannot be claimed. Record disallowed dates & meals in "Comments".		X
2. The meal counts for the prior five days appear reasonable when compared to today's meal count.		X

### Finishing the Review

#### Record:

- ✓ Findings
- ✓ Corrective Action (CA)
- ✓ When CA should be complete

A. Finding:	B. C. Required Corrective Action (CA):	D. CA Due	E. Follow-Up	E. Follow-Up
Sanitizing dishes before rinsing	Review DCF requirements on proper procedure for washing dishes;	Immediate		June 12 <sup>th</sup> : the kitchen staff now checks every Monday morning for any old food.
Toddler Classroom: 2 year olds served whole milk	Milk was served as an extra for snack, so the snack served to the 2 yr. can still be claimed.	Tomorrow Morning		
Julian Mendez Monitor's Signature (Staff person completing review)			9/11/18 Date	
Susan Channing, Director Site Staff's Signature of Site (Staff person completing review)			9/11/18 Date	

#### Before leaving:

- ✓ Review with site Staff
- ✓ Sign & date

Follow-Up to confirm CA is complete & Record F/U

New staff must be trained Before held responsible for compliance

### Staff Training

All staff must be trained no less than once annually

#### Training Materials

- CACFP Training Checklist
- Webcast Trainings
- Guidance Memorandums (GMs)
- Reference tools posted under GMs

#### Training Records

- Dates completed
- Staff Names
- Copies of Training

#### Different Training Methods

- Group trainings
- Self-study trainings (webcasts, read guidance memos, posted resources)
- Cross-trainings

### Have a training plan & be organized

### 7 Claim Accuracy

- Complete USDA's 2 required Edit Checks per site
- Check menus, production records, product doc-verify meal pattern compliance
- 2-check process-verify accuracy meal count tallies/ calcs
- HSIS/HSIR-Use DPI Checklist under GM 1C

### 8 Internal Controls

- Have active, "live" policies & procedures -updated routinely, based on needs - must be practical & easy for new staff
- Job Descriptions - specify CACFP tasks
- Performance Evals - hold staff accountable