

Monitoring Options for School Food Authorities Participating in Multiple Child Nutrition Programs



This handout outlines the options for School Food Authorities (SFAs) who monitor the same sites for more than one Child Nutrition Program (National School Lunch Program (NSLP), School Breakfast Program (SBP), Child and Adult Care Food Program (CACFP) At-Risk Afterschool Meals component, and the Summer Food Service Program (SFSP).

Sponsor Monitoring Requirements

Sponsors are defined as having full administrative responsibility for two or more sites or facilities participating in the Child Nutrition Programs. Monitoring forms are site and program specific (i.e. CACFP, NSLP, SBP, and SFSP). Sponsors must ensure that the following minimum monitoring requirements are met:

Child Nutrition Program	Monitoring Requirements
<p>Child and Adult Care Food Program:</p> <p>At-Risk Afterschool Component</p> <p>Guidance Memorandum #5</p>	<p><u>Returning Sites:</u></p> <ul style="list-style-type: none"> • On-site monitoring is required for each site <u>three</u> times per year; <ul style="list-style-type: none"> ○ At least two of the monitoring visits must be unannounced; ○ At least one unannounced monitoring visit must include an observation of a meal service; ○ No more than 6 months may elapse between visits <i>(The second CACFP review can be conducted during the NSLP review, that is due before February 1st. Both NSLP and CACFP forms must be completed.)</i> <p><u>New Sites or sites with previous issues:</u></p> <ul style="list-style-type: none"> • Pre-operational visit – prior to the first day of operation • At least one monitoring visit must be conducted during the first four weeks of operation.
<p>At-Risk Afterschool Component AND Summer Food Service Program</p> <p>Guidance Memorandum #5</p>	<p><u>Returning Sites:</u></p> <ul style="list-style-type: none"> • On-site monitoring is required for each site <u>three</u> times per year; <ul style="list-style-type: none"> ○ Two of the monitoring visits can be conducted during the school year with one unannounced meal observation; ○ The full review required for SFSP can count as the third required CACFP review
<p>National School Lunch Program</p>	<ul style="list-style-type: none"> • On-site monitoring is required for all SFAs with more than one school site • On-site monitoring form must be completed annually by February 1st for all sites operating NSLP and maintained at the SFA
<p>School Breakfast Program</p>	<ul style="list-style-type: none"> • On-site monitoring is required for all SFAs with more than one school site • On-site monitoring form must be completed annually by February 1st for 50% of sites operating SBP. Each school operating the SBP must be reviewed once every two years.
<p>Summer Food Service Program</p>	<p><u>Returning Sites:</u></p> <ul style="list-style-type: none"> • Full review within the first four weeks of operation <p><u>New Sites or sites with previous issues:</u></p> <ul style="list-style-type: none"> • Pre-operational visit: Prior to the first day of operation • On-site visit within the first two weeks of operation • Full review within the first four weeks of operation <i>(If the full review is conducted within the first two weeks of operation, the visit and review can count as both.)</i>