

The COVID-19: Nationwide Waiver of Monitoring Requirements for CACFP Sponsors allows for monitoring visits to be completed off-site (e.g. as desk audits) and is effective until 30 days after the end of the public health emergency.

Site Monitoring Visits

Off-site methods may be used to complete site visits.

- Use the sponsor's regular site/monitor visit form, such as the *CACFP Monitoring Form* found under GM 5 or an alternate form that has been pre-approved by DPI.
- The visit date should be the date when the off-site visit is finished.
- Complete the questions to the best of the monitor's and site's ability for the circumstances. Include a notation that the off-site visit was completed due to COVID-19.

Desk Audits

Use the following sources to complete the desk audit portion of the off-site visit:

- **Database information** to review submitted claims and child enrollment information.
- **Sponsor's administrative files** to review records kept within the sponsor's administrative files, such as special dietary needs documentation.
- **Site's submitted records** by any electronic means (photos or scanned copies within emails, texts, online communication apps, etc.), or regular mail or drop-off, if electronic is not feasible. Online communication apps may include uploading documents to a shared Google Drive, Dropbox account, Microsoft Teams, etc.

Conversations with Sites

The items that cannot be answered via desk audit, must be asked through a conversation with site staff.

Conversations may be by any interactive means such as phone calls, video calls (i.e., Microsoft Teams, Zoom, Duo, etc.), email, online chats, etc. Schedule a conversation in advance with the site that is convenient for both the site and monitor.

Upon completion of the off-site visit, provide a copy of the completed monitoring visit form to the site and request they reply to the email confirming they received the monitoring visit form and agree to correct any findings identified during the visit. This replaces the site staff's signature.

Maintaining Records on File

The SO must keep the completed site visit form and email confirming the site received the site visit form and agrees to correct any findings identified during the visit on file with CACFP records.

Reminders

- Parental permission is required when photos and recorded videos are taken of their children.
- Written communication related to the CACFP is a public record. Personal devices used in communicating with sites (i.e., texts) may be subject to public record requests.

Data Collection for Off-site Visits

Keep track of sites that received off-site visits. DPI must collect this information for USDA's waiver reporting requirements.