


Site Name & Address:	 Washington Office of Superintendent of <b>PUBLIC INSTRUCTION</b>	Monitor's Name
Monitoring Review 1st Announced      2nd Follow-up Unannounced	Child and Adult Care Food Program At-Risk Monitoring Form For LEA Use Only	School District
Previous Monitoring Review Date:		Site CACFP Contact:
<b>Area Eligibility Data Year:</b>	<b>Review Date:</b>	<b>Arrival Time</b>

*LEAs must review each afterschool meal program site two times per school year (7 CFR 210.9(c)(7)). This includes CACFP At-Risk meals. The first review must be conducted during the first four weeks the site is in operation.*

WINS School Day Approved Meals:	PM Snack	Supper	Evening Snack			
WINS School Closure/Holiday Approved Meals:	Breakfast	AM Snack	Lunch	PM Snack	Supper	Evening Snack
Meal Observation:	Breakfast	AM Snack	Lunch	PM Snack	Supper	Evening Snack
<b>Requirement</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>			
1. Meals counted are completed at the point of service.			# meals served today:			
2. If children are enrolled, attendance records are complete and available			# in attendance today: N/A			
3. Drop-in attendance site has documented drop-in attendance if applicable.			# in attendance today: N/A			
4. Do the meals and snacks claimed for reimbursement meet the minimum serving size for each component?			Meal Pattern followed: NSLP or CACFP			
5. Is Share Table implemented correctly?			N/A			
6. Is Offer Versus Serve utilized correctly?			N/A			
7. Site staff have received annual meal pattern, reimbursement, meal counts, claims recordkeeping, and civil rights training.			Enter training date(s):			
8. Child Nutrition Civil Rights requirements are complied with at site.			Staff understand CR complaint procedures			
9. Vended Meal/Interagency Agreement delivery/receipt documentation is maintained at site.			N/A			
10. Parent notes or medical statements are on file for any menu substitutions/milk preferences.			N/A No substitutions at site.			
11. Documentation to support meal pattern compliance & sugar limits is available. (CN label, production records, product formulation statement, Nutrition Facts, standardized recipe)			Meal Pattern followed: NSLP or CACFP			
12. And Justice for All poster on display in a conspicuous location.						
13. All meals are consumed on site.						
14. Sites approved for more than two (2) meals/snacks have a system to records meal counts by name.			N/A			

Requirement	Yes	No	Comments
15. Enrichment activities have been reviewed and determined to be acceptable.			
16. Proper food preparation, serving, and storing practices are in place, as applicable.			
17. Review resulted in meal count disallowance. (indicate # and reason in comments)			
18. Previous review findings were noted, all findings have been corrected.			N/A

Using site records, document the site meal counts for the prior 5 consecutive operating days. Indicated the meal count for the meal observation in the shaded first row. Add the enrollment, attendance, and meal count for the 5 previous days.

Date	Enrollment	Attendance	Recorded Meal Counts					
			Breakfast	AM Snack	Lunch	PM Snack	Supper	Eve. Snack
1.								
2.								
3.								
4.								
5.								

The number of meals served during observation is reflective of the meal counts for the five preceding serving days and if not, an acceptable reason is documented on this form:

Is corrective action required?  <div style="display: flex; justify-content: space-around; width: 100%;"> <span>Yes</span> <span>No</span> </div>	Corrective Action/Technical Assistance Provided:
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Follow-Up Visit—If Corrective Action is required a follow-up visit must be conducted within 45 days.  
Date of Follow-Up Visit:

Monitor Signature	Date	Departure Time	Site CACFP Contact Signature	Date
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