

OSPI Child and Adult Care Food Program Reference Sheet

Monitoring for Sponsoring Organizations

The United States Department of Agriculture (USDA) requires each Child and Adult Care Food Program (CACFP) sponsoring organization (sponsors with 2 or more sites on the CACFP) to provide adequate supervisory and operational personnel. This is to maintain effective management and monitoring of the program at all sponsored sites. Each sponsoring organization must employ monitoring staff sufficient to meet the federal requirements set forth in 7 CFR 226.16(b)(1).

Requirements

1. Management Plan

The Management Plan in the Washington Integrated Nutrition System (WINS) must be current and include sufficient staff to ensure the organization can effectively manage and monitor the program at all sites.

- ✓ Written policies and procedures that assign CACFP responsibilities and duties
- ✓ Name(s) and job title(s) of those who supervise monitoring
- ✓ Name(s) and job title(s) of monitors
 - Staff cannot monitor the site(s) they operate
- ✓ Sponsoring Organizations with 25–150 sites must have one Full Time Equivalent (FTE) monitor
- ✓ Description of how disallowances from monitoring reviews will be transferred to claims processing
- ✓ Certification of compliance with all staff/site training requirements
- ✓ Description of where completed monitoring forms will be stored

2. Pre-Approval Visit and Training for Proposed Sites

- ✓ Discuss program benefits and verify the proposed site has the capability to offer the meal service.
- ✓ Notify each site in writing of the right for the sponsoring organization, OSPI Child Nutrition, and other State and Federal officials to make announced or unannounced reviews of its operation during the site's normal hours of operation.
 - Notify sites that anyone making such reviews must show photo identification that demonstrates they are employees of these entities.

3. Training

- ✓ Provide training on Program duties and responsibilities to key staff prior to beginning Program operations, and at least annually thereafter in accordance with federal regulations.
- ✓ Refer to the [Annual Staff Training Requirements for Sponsoring Organizations Reference Sheet](#) for more details.



4. Monitoring Reviews

- ✓ Review each site at least three times per year, in addition to the following requirements:
 - At least two of the three site reviews must be unannounced
 - At least one unannounced site review must include a meal observation
 - At least one site review must be made during each new site's first four weeks of Program operations
 - Not more than six months may lapse between reviews
- ✓ Complete OSPI's Site Monitoring Form during each review
 - Answer all questions completely
 - Provide technical assistance or assign corrective action as needed
 - Monitor and site representative must sign and date the form
 - Keep complete monitoring forms on file in accordance with CACFP record retention requirements
- ✓ Monitoring Review Follow-Up
 - Review submitted corrective action (accept or return for revision)
 - Assess if corrective action has been implemented and finding has been corrected
- ✓ Keep documentation of review follow-up
 - Corrective Action
 - Correspondence

Best Practices

- ✓ Site staff must **not** be notified prior to an unannounced visit.
- ✓ Use a calendar or chart to track monitoring reviews.
 - Names of sites
 - Dates of visits
 - Meal service to be observed (breakfast, lunch, snack, supper)
 - Type of visit (announced or unannounced)
 - Findings/Corrective Action/Technical Assistance
- ✓ Check WINS Prior to Reviews.
 - Confirm time of meal to be observed
 - Check non-operating days to ensure site will be open on planned visit
- ✓ Check previous monitoring reviews.
 - Prior findings and/or corrective action
 - Previous meal service observed, meal observation should include a variety of meal types
- ✓ Develop a checklist of required paperwork or documentation, including but not limited to:
 - E/IEAs or Enrollment Forms
 - Attendance Records
 - Menu Records
 - Meal Counts – Children/Infants

- Required staff training documentation
- Current License
- Current "And Justice for All" Poster
- Health and Safety permits (if applicable)
- Food Handler Cards
- Required forms for Special Dietary Needs and Dietary Disabilities
- ✓ Contact the person in charge of the site (announced reviews only)
 - Inform site contact of an upcoming monitoring visit
 - Communicate that required paperwork for your visit will be reviewed
 - Send the required documentation checklist prior to the review
 - Provide a specific timeframe for the visit

Reference

- [CACFP CFR 7 226.16](#)

Resources

- [Annual Staff Training Requirements for Sponsoring Organizations Reference Sheet](#)
- [OSPI CACFP webpage](#)
- [CACFP Program Materials and Forms webpage](#)

Acronym Reference

- CNS- Child Nutrition Services
- CFR- Code of Federal Regulations
- CACFP- Child and Adult Care Food Program
- FTE- Full Time Equivalent
- OSPI- Office of Superintendent of Public Instruction
- USDA- United States Department of Agriculture
- WINS- Washington Integrated Nutrition System

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