



# **CHILD AND ADULT CARE FOOD PROGRAM**

## **Site Monitoring Training for Sponsors of Centers**



# Learning Outcomes

- Discuss the importance of site monitoring
- Discuss monitoring requirements
- Provide instruction on how to conduct a site monitoring review
- Best practices



# Why is Monitoring important?

- It ensures that facilities comply with CACFP requirements
- It helps identify potential problems
- It provides oversight and training to site staff



# Monitoring Requirements

- What is an active site?
- New sites
- Sites operating 10-12 months
- Sites operating 4-9 months
- Sites operating less than 4 months
- FY 2015 Operational Memo #31
- Contact your Program Analyst
- No more than 6 months between reviews

# **How to conduct an on-site monitoring review**



# Conducting a Site Monitoring Review

## Location of Forms

MDE Home Top Topics Contact MDE MI.go

**MICHIGAN**  
Department of Education

Search

MDE / FOOD & NUTRITION PROGRAMS / CHILD AND ADULT CARE FOOD PROGRAM (CACFP)

### Child and Adult Care Food Program

- About Us
- Contact Us
- Forms & Instructions
- How to Apply
- Resources
- Training

State Board of Education & Superintendent

Top 10 in 10

Academic Standards

Career and Technical Education

Early Learners and Care

Educator Services

Family Engagement

Flexible Learning Options

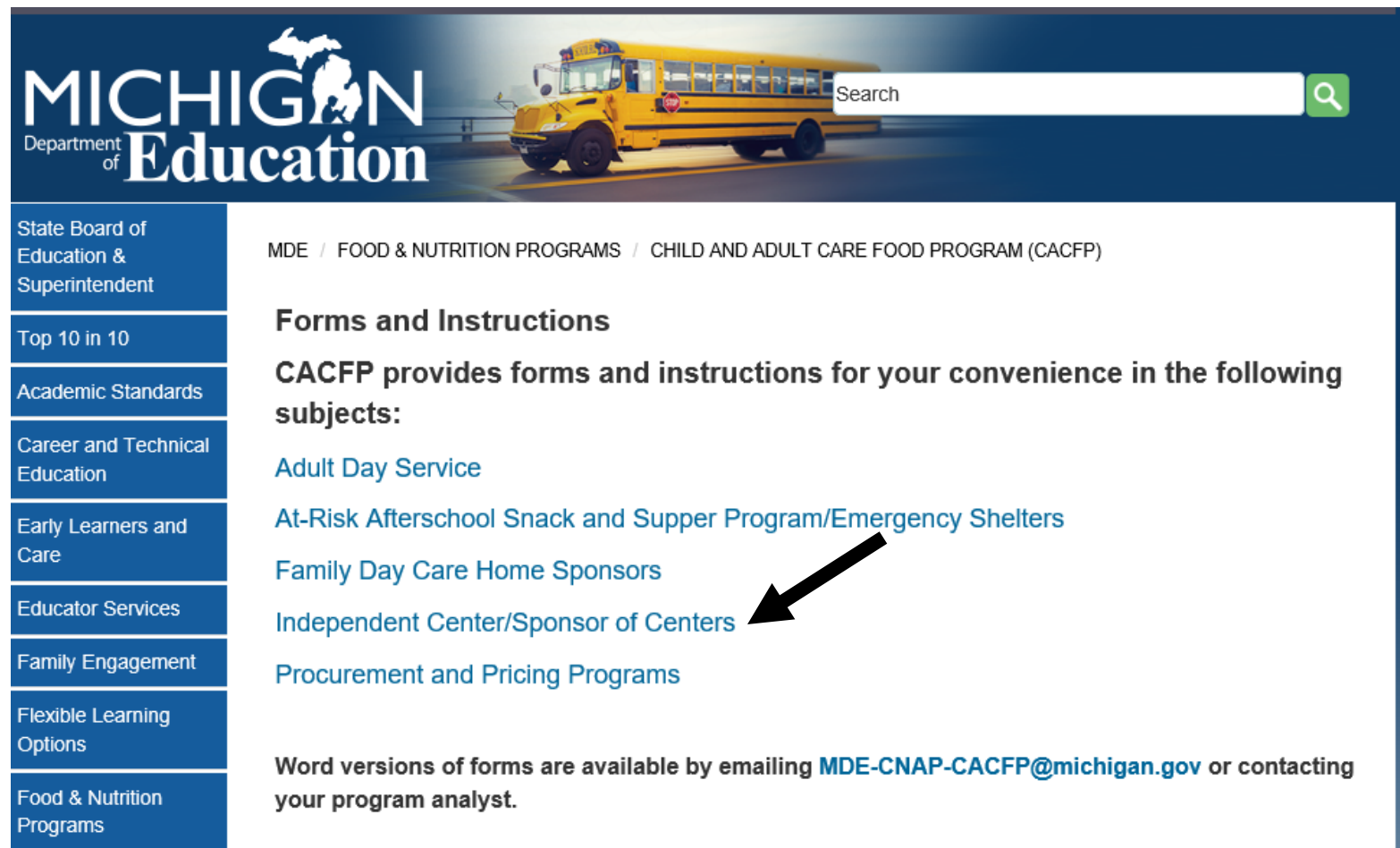
Food & Nutrition Programs

Child and Adult Care Food Program (CACFP)

CACFP Operational Memos

FDCH Sponsor Memos

# Conducting a Site Monitoring Review



The screenshot shows the Michigan Department of Education website. The header features the MICHIGAN Department of Education logo on the left, a search bar with a magnifying glass icon on the right, and a yellow school bus image in the background. A left sidebar contains a vertical menu with the following items: State Board of Education & Superintendent, Top 10 in 10, Academic Standards, Career and Technical Education, Early Learners and Care, Educator Services, Family Engagement, Flexible Learning Options, and Food & Nutrition Programs. The main content area displays the breadcrumb trail: MDE / FOOD & NUTRITION PROGRAMS / CHILD AND ADULT CARE FOOD PROGRAM (CACFP). Below this is the heading "Forms and Instructions" followed by the text "CACFP provides forms and instructions for your convenience in the following subjects:". A list of subjects follows: Adult Day Service, At-Risk Afterschool Snack and Supper Program/Emergency Shelters, Family Day Care Home Sponsors, Independent Center/Sponsor of Centers, and Procurement and Pricing Programs. A large black arrow points to the "Independent Center/Sponsor of Centers" link. At the bottom, a paragraph states: "Word versions of forms are available by emailing [MDE-CNAP-CACFP@michigan.gov](mailto:MDE-CNAP-CACFP@michigan.gov) or contacting your program analyst."

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MDE / FOOD & NUTRITION PROGRAMS / CHILD AND ADULT CARE FOOD PROGRAM (CACFP)

**Forms and Instructions**

**CACFP provides forms and instructions for your convenience in the following subjects:**

- Adult Day Service
- At-Risk Afterschool Snack and Supper Program/Emergency Shelters
- Family Day Care Home Sponsors
- Independent Center/Sponsor of Centers
- Procurement and Pricing Programs

Word versions of forms are available by emailing [MDE-CNAP-CACFP@michigan.gov](mailto:MDE-CNAP-CACFP@michigan.gov) or contacting your program analyst.

# Conducting a Site Monitoring Review

## Sponsors of Centers

- [Permanent Agreement - Sponsor or Unaffiliated Center for CACFP](#)

**For questions regarding the following forms, please contact your Program Analyst:**

- [Monitoring Form for Sponsors of Centers](#)

(Use this for the following program or when you have combination programming: Child Care - including GSRP and Head Start, Emergency Shelter, At-Risk Afterschool)

- [Monitoring Form for Sponsors of Centers with Adult Day Services](#)

(Use this for the following program or when you have combination programming: Child Care - including GSRP and Head Start, Emergency Shelter, At-Risk Afterschool, Adult Day Services)

- [Monitoring Form for Sponsors of At-Risk Afterschool Programs ONLY](#)

(If you have a facility that operates both a child care program and at-risk program at the same facility then you should NOT use this form)

- [Additional Room Worksheet for Meal Observation](#)

(Use this form if the site you are reviewing has additional rooms that need to be reviewed as part of your monitoring review)

- [Five-Day Meal Count Reconciliation Attachment A](#)


(Use this form if enrollment is higher than 70 participants)

- Monitoring Tracking Tool is available upon request.




# Conducting a Site Monitoring Review

## General Information

		<b>Child and Adult Care Food Program Monitoring Review for Sponsored Facilities</b> <i>This monitoring review form is used for: licensed childcare (this includes GSRP and Head Start), emergency shelters, and/or for sites operating multiple programs (i.e. childcare and at-risk)</i>							
<input type="checkbox"/> Announced <input type="checkbox"/> Unannounced				Meal Observed:					
Approved Meal Service Times from MEGS+ Application:									
Breakfast _____		AM Snack _____		Lunch _____		PM Snack _____			
				Supper _____		Evening Snack _____			
Sponsor Name and Agreement #:				Date:		Arrival Time:			
Facility Name and Address:					License or MEGS+ Site #:				
<b>REVIEW AREAS</b>									
<b>Section 100. General Information</b>				Yes	No	N/A			
Licensing				License expiration date: _____  License capacity: _____					
<b>101</b>	The facility's license is current.								
<b>102</b>	The facility is within its licensed capacity.								
Program									
<b>103</b>	The facility offers drinking water to participants throughout the day.								

# Conducting a Site Monitoring Review Training and Civil Rights

Section 200. Training		YES	NO	N/A	Comments
201	NEW FACILITIES/NEW STAFF: Staff have received training from the sponsor prior to CACFP operations/responsibilities.				
202	The facility conducted annual CACFP training for all key staff.				
203	Sponsor training documentation includes: ____date(s)____location(s)____topics____names and/or signatures of participant(s)				
Section 300. Civil Rights		YES	NO	N/A	Comments
301	The sponsor has ensured there is no separation by race, color, sex, age, disability or national origin in the classroom, eating areas, seating arrangements, program administration, or instructional records.				
302	Potentially eligible persons and households have an equal opportunity to participate in CACFP.				
303	The current USDA "And Justice for All" poster is displayed in a conspicuous location.				
304	The current USDA nondiscrimination statement is on all materials such as applications, pamphlets, forms or other program materials distributed to the public and on websites.				
305	Front-line facility staff have been trained on civil rights requirements and can verbalize action to take if a parent/guardian/participant desires to file a complaint against the food program.				

# Conducting a Site Monitoring Review

## Records and Record keeping

Section 400. Records and Recordkeeping		YES	NO	N/A	Comments
401	A daily count is maintained for all meals served to adults who work in the program.				
402	The facility claims no more than 2 meals/1 snack or 1 meal/2 snacks per participant per day. (Does not apply to emergency shelters or at-risk programs) 🖱				
403	Emergency Shelters only: The shelter claims no more than 3 meals (breakfast, lunch, supper) or 2 meals/1 snack per participant per day.				
404	At-Risk Programs: The program claims no more than one snack and one meal per participant per day.				
405	Meals are only claimed for a participant within the CACFP age requirements: <ul style="list-style-type: none"> <li><input type="checkbox"/> 12 years old or younger in licensed childcare facilities</li> <li><input type="checkbox"/> 15 years old or younger if the children are migrant</li> <li><input type="checkbox"/> 18 years old or younger for At-Risk programs</li> <li><input type="checkbox"/> No age restrictions for persons with mental or physical handicaps enrolled in a facility serving a majority of 18 years of age or younger.</li> </ul>				
406	Facility daily attendance records are maintained.				
407	Meal attendance is taken at the point of service.				
408	Meal attendance records are available and up to date.				

# Conducting a Site Monitoring Review Menus

Section 500. Menus		Yes	No	N/A	Comments
Review the current menu and answer the following questions:					
501	Menu(s) meet program requirements and include: month, date and specific components.				
502	Menu(s) are available for meals claimed.				
502a	<ul style="list-style-type: none"> <li>Infants (0-5 months, 6-11 months)</li> </ul>		☞		
502b	<ul style="list-style-type: none"> <li>Children 1 year of age or older</li> </ul>				
503	Nutritional labels and/or product formulation statements have been verified to support meal pattern requirements.				
504	There is a procedure in place for site staff to record menu substitutions. Provide simple explanation of procedure in the comments.				
505	100% juice is limited to one meal/snack service per day, even when serving different participants.				
506	At least one serving of grains per day is whole grain or whole grain-rich.				
507	Grain based desserts are not served as creditable components at meals/snacks.				
508	A meat/meat alternate was not served more than 3x weekly to replace the entire grain component at breakfast.				
509	Yogurt contains no more than 23 grams of sugar per 6 ounces.				
510	Breakfast cereals contain no more than 6 grams of sugar per dry ounce.				
511	At lunch and supper at least 1 vegetable and 1 fruit or 2 vegetables are served.				
512	Unflavored whole milk is served to children ages 1-2 years old.				
513	Unflavored low-fat milk is served to children ages 2-5 years old.				
514	CACFP Request for Special Dietary Needs Accommodations forms are available to participants with medical or other special dietary needs.				
515	CACFP Request for Special Dietary Needs Accommodations forms are available to participants receiving nutritionally equivalent milk substitutions.				
516	The facility offers formula and developmentally appropriate foods to infants.				
517	An Infant Formula/Food Sign-off form is on file for each child when the parent provides formula, breast milk or infant foods.				

# Conducting a Site Monitoring Review Meal Observation

Section 600. Meal Observation					
Check meal observed:		<input type="checkbox"/> Breakfast	<input type="checkbox"/> Lunch	<input type="checkbox"/> Supper	<input type="checkbox"/> Snack (specify)
<b>601</b>	1 to 18 Year Olds		<b>602</b>	Infants	
Required Components	Specific Food Items	Required Components	0-5 months specific food items	6-11 months specific food items	
Milk (specify: Milk % and flavor)		Iron-fortified formula/Breast Milk			
Meat/Meat Alternate		*Iron-fortified Infant Cereal or Meat/Meat Alternate			
Vegetable		*Vegetable/Fruit			
Fruit or 2 <sup>nd</sup> Vegetable (lunch and supper only)		*Grain			
Grain		Other			
Other		*Items required as developmentally appropriate			

Record the number of participants observed at meal service:									
Room									Comments
Participants									
Program Adults									
Point of Service									
Milk Variety-%									

\*If there are more than 8 classrooms complete the Additional Classroom Worksheet

Section 600. Meal Observation (continued)		YES	NO	N/A	Comments
Based on the meal(s)/snack(s) observed:					
<b>603</b>	Minimum portion served met meal/snack requirements for age groups. If no, the meal/snack cannot be claimed.				List procedure(s) used at site to ensure minimum portions are served:
<b>604</b>	Procedures are in place to ensure minimum portions are served. Please explain in comments. Ex. measuring cups, single serve portions, productions records, etc.				
<b>605</b>	Meal/snack served met the appropriate meal pattern for food components and for age served. If no, the meal cannot be claimed.				
<b>606</b>	Meal/snack served was the same as indicated on posted menu for the day.				
<b>606b</b>	If no, the change was documented.				
<b>607</b>	The meal/snack served is within the approved meal service times approved in the MEGS+ application.				
<b>608</b>	Meal attendance was taken at the point of service during meal observed. If no, the meal cannot be claimed.				
<b>609</b>	Was the appropriate variety of milk served to each age group?				
	• Birth to age 1: formula or breast milk				
	• Children age 1-2: Unflavored whole milk				
	• Children 2-5: Unflavored 1%, ½%, or fat free (skim)				
	• Children 6 and older: Unflavored or flavored 1%, ½% or fat free (skim)				
<b>610</b>	At-Risk After School programs: Offer vs. serve option used correctly. (At-Risk and Adult Day Service Programs Only)				



# Conducting a Site Monitoring Review

## Health and Safety

Section 700. Health and Safety		YES	NO	N/A	Comments
701	Were imminent threats to the health and safety of participants observed? If a threat was observed, describe in comments. Immediately notify the appropriate state of local licensing and health authorities and take action that is consistent with the recommendations and requirements of those authorities. Attach documentation of the agency contacted and the date of contact.				

15

# Conducting a Site Monitoring Review Enrollment

Section 800. Enrollment (Not applicable for At-Risk programs and emergency shelters)		YES	NO	N/A	Comments
If not applicable, check N/A and skip this section					
801	Current enrollment documentation is on file for each participant.				
802	Enrollment forms are updated annually.				
803	Enrollment forms contain: <ul style="list-style-type: none"> <li>• Participant Name</li> <li>• Dated participant, parent, or legal guardian's signature</li> <li>• Normal days and hours in care</li> <li>• Meals normally received while in care</li> </ul> Explain in comments if a form requirement is missing.				
804	Are enrolled participants informed of WIC benefits? If yes, provide how they are informed in the comments section.				
805	The Parent Information Sheet is distributed to enrolled participants.				___poster_pamphlet_letter ___other: _____



# Conducting a Site Monitoring Review

## Meal Count Reconciliation

Section 900. Meal Count Reconciliation		YES	NO	N/A	Comments
<b>Select which Five-Day was completed for this monitoring review:</b> <p>Complete the <b>Five-Day Aggregate Reconciliation</b> form to determine whether the reported meal counts are consistent with daily attendance and enrollment for all meal types for the selected five-day operating period.  <input type="checkbox"/> <b>**Pick either the 5 previous days of consecutive food service from the monitoring review or 5 consecutive days from the previous month**</b></p> <p>Complete the <b>Five-Day Meal Count Reconciliation-Attachment A</b> form if meal counts cannot be reconciled with enrollment or attendance data easily (too many classrooms at the facility) OR there are unexplained discrepancies. Select a random sample of at least 10% of the total enrollment, with a minimum of five participants to reconcile. This alternate reconciliation can only be done if there are enrollment documents and the meal attendance is taken by participant name.  <input type="checkbox"/> <b>**Pick either the 5 previous days of consecutive food service from the monitoring review or 5 consecutive days from the previous month**</b></p> <p style="text-align: center;">Total enrollment: _____ 10% or 5, whichever is greater: _____</p> <p>If enrollment is higher than 70 participants, the Five-Day Meal Count Reconciliation-Attachment A, found on the CACFP website must be used, instead of the Attachment A below. This has additional participant name fields that would be required to be completed.</p>					
901	Do enrollment, daily center attendance, and meal attendance reconcile? If there are discrepancies between the number of participants present and the number of participants claimed, explain.				
902	Compare the number of participants present during the meal observation to the number of meals claimed during the five days in the reconciliation. Do the numbers compare? If not, is there a reasonable explanation?				
<b>**A completed 5-Day Meal Count Reconciliation (Aggregate and/or Attachment A) is <u>required</u> at each site monitoring review**</b>					

# Conducting a Site Monitoring Review

## Five- Day Aggregate Reconciliation

Five-Day Aggregate Meal Count Reconciliation									
<b>Instructions:</b> Complete each field in chart below. The site's total enrollment includes all participants who have documentation of enrollment at the site and have attended at least once during the current month.  The monitor will complete the fields for the meal viewed on the day of the monitoring review. If no meal is observed during the monitoring review, complete the fields with the meal served closest to the time of review. To complete the five-day reconciliation chart, review the previous 5 consecutive days of programming where food service was provided (DO NOT include the day of the monitoring review). List the total number of children in attendance (daily/program) under <i># of participants in attendance</i> , and the total number of children marked for a specific meal under each meal count (MC).  Note whether there are discrepancies and provide detail in Section 900 of the review form. If discrepancies are identified and there are not verifiable explanations, a Five-Day Reconciliation (Attachment A) MUST be completed.									
Sponsor Name:						Agreement #:			
Provider Name:					License #:		License Capacity:		
Site's Total Enrollment:		Observed Meal Date:		Observed Meal Type:			Attendance	Monitor MC	Site MC
Date	# of participants in attendance	Breakfast MC	A.M. Snack MC	Lunch MC	P.M. Snack MC	Supper MC	Evening Snack MC	Discrepancies	
								<input type="checkbox"/> Yes <input type="checkbox"/> No	
								<input type="checkbox"/> Yes <input type="checkbox"/> No	
								<input type="checkbox"/> Yes <input type="checkbox"/> No	
								<input type="checkbox"/> Yes <input type="checkbox"/> No	
								<input type="checkbox"/> Yes <input type="checkbox"/> No	

Discrepancies/Disallowances:



# Conducting a Site Monitoring Review

## Attachment A

Five-Day Meal Count Reconciliation-Attachment A																			
② Today's Date: _____  Sponsor: _____  Provider's Name: _____  License #: _____		③ Date  ③ Day of Week		Instructions	① Page _____ of _____  ⑥ Complete Page Number. ⑦ Complete today's date, sponsor name, provider name and license number. ⑧ Insert the days of the week and corresponding dates chosen for the five-day reconciliation (day of monitoring review cannot be included). ⑨ Insert each participant's name from the meal attendance. ⑩ Mark the meal types recorded for each participant from the meal attendance records for the five-day reconciliation period. ⑪ Check if participant was in attendance for those five days. List from daily attendance records the participant's time in and time out. This would include if the participant left and came back (ex. school, doctor appt.). ⑫ Using each participant's enrollment form, compare the days, the meals, and the times the parent/guardian indicated the participant should participate with their meal attendance records to see if they match for the five-day reconciliation.														
					⑤ Meal Attendance						⑥ Daily Attendance				⑦ Enrollment Form				
④ Participant Name	Day	Breakfast	AM Snack	Lunch	PM Snack	Supper	Ex. Snack	In attendance?		Time in and out				Does form match attendance?					
								Yes	No	AM		PM		Day		Meal		Time	
	Day 1									In	Out	In	Out	Yes	No	Yes	No	Yes	No
	Day 1																		
	Day 2																		
	Day 3																		
	Day 4																		
	Day 5																		
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	Day 5																		

# Meal Count Reconciliation

Section 900. Meal Count Reconciliation		YES	NO	N/A	Comments
<b>Select which Five-Day was completed for this monitoring review:</b>  <div> <input type="checkbox"/> Complete the <b>Five-Day Aggregate Reconciliation</b> form to determine whether the reported meal counts are consistent with daily attendance and enrollment for all meal types for the selected five-day operating period.  <b>**Pick either the 5 previous days of consecutive food service from the monitoring review or 5 consecutive days from the previous month**</b> </div> <div> <input type="checkbox"/> Complete the <b>Five-Day Meal Count Reconciliation-Attachment A</b> form if meal counts cannot be reconciled with enrollment or attendance data easily (too many classrooms at the facility) OR there are unexplained discrepancies. Select a random sample of at least 10% of the total enrollment, with a minimum of five participants to reconcile. This alternate reconciliation can only be done if there are enrollment documents and the meal attendance is taken by participant name.  <b>**Pick either the 5 previous days of consecutive food service from the monitoring review or 5 consecutive days from the previous month**</b> </div> <div style="text-align: center; margin-top: 20px;"> Total enrollment: _____ 10% or 5, whichever is greater: _____ </div> <p>If enrollment is higher than 70 participants, the Five-Day Meal Count Reconciliation-Attachment A, found on the CACFP website must be used, instead of the Attachment A below. This has additional participant name fields that would be required to be completed.</p>					
<b>901</b>	Do enrollment, daily center attendance, and meal attendance reconcile? If there are discrepancies between the number of participants present and the number of participants claimed, explain.				
<b>902</b>	Compare the number of participants present during the meal observation to the number of meals claimed during the five days in the reconciliation. Do the numbers compare? If not, is there a reasonable explanation?				
<b>**A completed 5-Day Meal Count Reconciliation (Aggregate and/or Attachment A) is <u>required</u> at each site monitoring review**</b>					

# Conducting a Site Monitoring Review

Section 1000. Previous Reviews and Findings		YES	NO	N/A
1001	There were findings from previous review. If yes, list:			
Previous findings:				
1002	Finding from previous review were corrected.			
1003	Has there been a change to the facility's administrative staff?			
Summarize all findings and recommendations for corrective action:				
<p>*Attach any documentation/procedures put in place to correct findings.</p>				

No Finding(s)

Technical Assistance provided to staff

Corrective action by site is required

Monitor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Site Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Monitoring Review form has been checked for completeness by: \_\_\_\_\_ Date: \_\_\_\_\_

Rev. 6/2019



# Best Practices

- Designate staff member to oversee monitoring reviews
- Monitoring tool recommended
- Complete all reviews unannounced
- Include a meal observation during all reviews
- Review forms for accuracy and completeness



# Operational Memos

- **FY 2015 Operational Memo #31- Monitoring Requirements for Sponsors of Centers and Homes**
- FY 2015 Operational Memo #27 – Household Contacts
- FY 2013 Operational Memo #35 – Monitoring of License Requirements in The Child and Adult Care Food Program
- FY 2011 Operational Memo #7 – Varied Timing of Unannounced Reviews in the Child and Adult Care Food Program



# Questions?

Contact the Michigan Department of Education  
Child and Adult Care Food Program

Phone: 517-241-5353

Email: [MDE-CNAP-CACFP@michigan.gov](mailto:MDE-CNAP-CACFP@michigan.gov)

Website: [www.michigan.gov/cacfp](http://www.michigan.gov/cacfp)