

# Monitoring Review Form for Centers in the Child and Adult Care Food Program (CACFP)

In accordance with the U.S. Department of Agriculture's (USDA) regulations for the CACFP [7 CFR 226.16(d)(4)] CACFP sponsoring organizations (institutions with more than one site) must review each sponsored facility a minimum of three times each year. At least two of the three reviews must be unannounced; at least one unannounced review must include observation of a meal service; new facilities must be reviewed within the first four weeks of CACFP operations; no more than six months may elapse between monitoring reviews; and the timing of visits must be varied so that they are unpredictable to the facility's staff.

**Instructions:** Answer all questions completely. In section 5, explain all "No" answers, as well as any findings, technical assistance provided, and corrective actions required. Maintain this form on file with other required CACFP records.

## Section 1: Center Information

**Center:** \_\_\_\_\_ **Room:** \_\_\_\_\_

**Date:** \_\_\_\_\_  **Announced**       **Unannounced**       **Follow-up**

**Center is licensed/approved:**  **Yes**     **No: Explain in section 5**      **Capacity:** \_\_\_\_\_

### At-risk afterschool programs only:

This center is located in an eligible school or area approved by the Connecticut State Department of Education's Child Nutrition Unit  **Yes**  
 **No: Explain in section 5**

### Meal observed today (check all that apply):

- |                                    |   |
|------------------------------------|---|
| <input type="checkbox"/> Breakfast | <input type="checkbox"/> Late snack     |
| <input type="checkbox"/> Lunch     | <input type="checkbox"/> At-risk snack  |
| <input type="checkbox"/> AM snack  | <input type="checkbox"/> At-risk supper |
| <input type="checkbox"/> PM snack  |   |
| <input type="checkbox"/> Supper    |   |

**Number of participants enrolled:** \_\_\_\_\_

**Number of participants in attendance:** \_\_\_\_\_

**Number of participants eating:** \_\_\_\_\_

**Number of others/staff eating:** \_\_\_\_\_

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## Section 2: Meal/Snack Served

Record all food items and serving sizes below, and indicate if the meal or snack complies with the [CACFP Meal Patterns for Children](#) (child care centers) or [CACFP Meal Patterns for Adults](#) (adult day care centers). For guidance on the CACFP meal patterns, review the CSDE’s guides, [Meal Pattern Requirements for CACFP Child Care Programs](#) and [Meal Pattern Requirements for CACFP Adult Day Care Centers](#).

Meal component	Food item	Serving size	Meets meal pattern?
<b>Milk</b> <i>Specify types served*</i>			<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No: Explain in section 5</b>
<b>Meat/Meat Alternates</b>			<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No: Explain in section 5</b>
<b>Fruits</b>			<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No: Explain in section 5</b>
<b>Vegetables</b>			<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No: Explain in section 5</b>
<b>Grains</b>			<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No: Explain in section 5</b>
	At least one serving per day must be whole grain-rich (WGR) Does the CACFP daily menu include at least at least one WGR serving? For more information, refer to the CSDE’s resource, <a href="#">Meeting the Whole Grain-rich Requirement for the CACFP</a> .		<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No: Explain in section 5</b>
<b>Other foods (noncreditable)</b>			

\* Fluid milk must unflavored whole milk for age 1 and unflavored low-fat (1%) or fat-free milk for ages 2 and older. Flavored fat-free milk may be served to ages 6 and older, and participants in adult day care centers, but the USDA’s [CACFP Best Practices](#) recommends serving only unflavored milk. Lactose-free and lactose-reduced milk must also meet these requirements. For a list of allowable nondairy milk substitute products, review the CSDE’s resources, [Allowable Milk Substitutes for Children without Disabilities in CACFP Child Care Programs](#) and [Allowable Milk Substitutes for Adult Participants without Disabilities in the CACFP](#).

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## Section 3: Five-day Reconciliation

CACFP regulations require a five-day reconciliation of enrollment, attendance, and meal count records as part of **each** monitoring visit. The purpose of this reconciliation is to determine meal count accuracy and reasonability, as well as to ensure that meal counts do not exceed the center's licensed capacity, enrollment, or attendance on any day. If discrepancies are noted, the sponsor must implement meal disallowances and/or other actions including technical assistance, training, and corrective action measures.

### Instructions

1. Evaluate enrollment and attendance records to ensure they are current and accurate.
2. In the chart on page 4, write the dates for each of the five operating days (days that the center was open) **prior to the day of the monitoring visit**, going backwards (in reverse chronological order). Do **not** use the day of the monitoring visit as one of the five days. Example: If the monitoring visit is on Tuesday and the center is normally open Monday through Friday, list the information for Monday (yesterday) and Friday, Thursday, Wednesday, and Tuesday of last week.

**Note:** The five-day reconciliation must include information for five full days. If the center was closed during any of the five days immediately prior to the monitoring visit because of a weekend, holiday, weather event, or other closure, you must use information from an **earlier** week or month to capture a full five-day period, even if this means going to the main office to obtain the information. *Do not leave information blank for any day.*

3. For each of the five operating days prior to the day of the monitoring visit, list total enrollment, total attendance, and meal counts for **all** meals and snacks claimed for reimbursement.
4. Compare total meal counts to the licensed capacity. Meal counts cannot exceed licensed capacity for any day unless the CSDE approves the center for double sessions (multiple shifts).
5. Compare the total enrollment to total daily attendance to ensure that the number of participants in attendance does not exceed the number of enrolled participants. If attendance exceeds enrollment for any day or for any session (shift), determine the source of the error and amount of the overclaim, if any. Enrollment records are not applicable for emergency shelters and afterschool at-risk centers.
6. Explain all discrepancies and follow up with appropriate corrective action (see section 5).

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Five-day Reconciliation						
Prior five operating days	Day 1	Day 2	Day 3	Day 4	Day 5	
List dates <i>month, day, year</i>	month   day   year	month   day   year	month   day   year	month   day   year	month   day   year	month   day   year
Enrollment						
Total attendance						
Breakfast count						
Lunch count						
PM snack count						
AM snack count						

### At-risk afterschool programs only

Prior five operating days	Day 1	Day 2	Day 3	Day 4	Day 5	
List dates <i>month, day, year</i>	month   day   year	month   day   year	month   day   year	month   day   year	month   day   year	month   day   year
At-risk snack count						
At-risk supper count						

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## Section 4: CACFP Requirements

Check (☑) one answer for each statement below. Indicate “NA” if not applicable (questions 3 and 4 only). Explain all “No” answers in section 5.	Yes	No	NA
1. An <i>Income Eligibility Application</i> or alternate enrollment form (for <i>over income</i> participants) is collected annually and maintained on file for each enrolled participant at this center. Check “NA” for <i>emergency shelters and at-risk afterschool centers</i> . <ul style="list-style-type: none"> <li>• Child care centers application: <a href="https://portal.ct.gov/SDE/Nutrition/CACFP-Child-Care-Centers/Documents#I">https://portal.ct.gov/SDE/Nutrition/CACFP-Child-Care-Centers/Documents#I</a></li> <li>• Adult centers application: <a href="https://portal.ct.gov/SDE/Nutrition/CACFP-Adult-Day-Care-Centers/Documents#I">https://portal.ct.gov/SDE/Nutrition/CACFP-Adult-Day-Care-Centers/Documents#I</a></li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	
2. The USDA’s <i>And Justice for All</i> poster is displayed in a prominent (central) location	<input type="checkbox"/>	<input type="checkbox"/>	
3. The USDA’s <i>Building for the Future</i> poster ( <b>Form FNS-317</b> ) is displayed in a prominent (central) location. Check “NA” for <i>adult day care centers</i> .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Information about the <a href="#">Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)</a> and its benefits has been distributed to parents of enrolled children. Check “NA” for <i>adult day care centers and afterschool at-risk centers</i> .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Daily menus, meal counts, enrollment, and attendance records are maintained and up to date.	<input type="checkbox"/>	<input type="checkbox"/>	
6. Meal counts are recorded at the <b>point of service</b> , i.e., as participants are <b>seated and eating</b> .	<input type="checkbox"/>	<input type="checkbox"/>	
7. Meal counts of others/staff who are eating are kept separately.	<input type="checkbox"/>	<input type="checkbox"/>	
8. The meal counts, enrollment, and attendance records for the previous five days appear reasonable when compared to today’s observation.	<input type="checkbox"/>	<input type="checkbox"/>	
9. The observed meal/snack meets applicable meal pattern requirements.	<input type="checkbox"/>	<input type="checkbox"/>	
10. The menu was served as written. If “No,” list any menu substitutions:	<input type="checkbox"/>	<input type="checkbox"/>	
11. Menu substitutions are noted on the menu and retained on file.	<input type="checkbox"/>	<input type="checkbox"/>	
12. Quantities of each component are sufficient to meet meal pattern requirements.	<input type="checkbox"/>	<input type="checkbox"/>	
13. All applicable health, safety, and sanitation standards are being followed.	<input type="checkbox"/>	<input type="checkbox"/>	
14. Are meals delivered? If yes, complete the information below. Number ordered: <input style="width: 50px;" type="text"/> Number sent: <input style="width: 50px;" type="text"/> Time delivered: <input style="width: 50px;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. Staff members at this site have been trained in all applicable CACFP and Civil Rights requirements and procedures by the institution within the past 12 months.	<input type="checkbox"/>	<input type="checkbox"/>	
16. This center has corrected all problems noted on previous monitoring reviews.	<input type="checkbox"/>	<input type="checkbox"/>	



# Monitoring Review Form for CACFP Centers



For information on the CACFP, visit the CSDE's [CACFP](#) website or contact the [CACFP staff](#) at the Connecticut State Department of Education, Bureau of Child Nutrition Programs, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841.

This form is available at [\\_https://portal.ct.gov/-/media/SDE/Nutrition/CACFP/Forms/Monitoirng\\_ReviewForm\\_CACFPCenters.docx](https://portal.ct.gov/-/media/SDE/Nutrition/CACFP/Forms/Monitoirng_ReviewForm_CACFPCenters.docx).

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1. mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or
2. fax: (833) 256-1665 or (202) 690-7442; or
3. email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

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