

Child and Adult Care Food Program (CACFP) Application Renewal Monitoring Schedule

October 1, 2026 – September 30, 2027

This form is applicable to institutions with more than one site.

In accordance with section [7 CFR 226.16\(d\)\(4\)\(i\)\(A\)-\(D\)](#) of the CACFP regulations, CACFP sponsoring organizations (institutions with more than one site) must review each sponsored facility a minimum of three times each year. Sponsors must use the Connecticut State Department of Education (CSDE) [Monitoring Review Form for Centers in the Child and Adult Care Food Program \(CACFP\)](#) to document all sponsor monitoring efforts.

Sponsors are expected to adhere to the regulatory monitoring requirements outlined below and maintain all appropriate monitoring documentation on file for the required time.

- a. At least two of the three monitoring reviews must be unannounced;
- b. At least one unannounced review must include observation of a meal service.
- c. At least one monitoring review must be conducted during each new facility's first four weeks of Program operations.
- d. No more than six months may elapse between monitoring reviews at any site. Schedule visits throughout the entirety of the program year. Sponsors cannot conduct multiple monitoring reviews of the same site all at once.
- e. Deficiencies require unannounced follow-up visits.
- f. Monitoring visits and meal services observed must be varied so that they are unpredictable to center staff.

Additional requirements are indicated below.

- All monitoring activities must be conducted through in-person visits.
- All questions on the monitoring form must be answered; do not leave any questions blank. Questions that do not apply should be answered "not applicable" or NA.
- Include the "year" in all dates and use MM/DD/YY format.
- A five-day reconciliation of enrollment, attendance, and meal counts for all CACFP meals and snacks claimed at the site must be recorded in the chart on the monitoring form for the five operating days immediately prior to the day of review. The five days for which data are collected are in addition to the day of review, and may require information from a prior period (week or month).

Instructions

Complete the chart on page 2. Submit this form to the CSDE no later than **September 26, 2026**, by uploading it into the "Checklist" section of the CSDE's [Connecticut Online Application and Claiming System for Child Nutrition Programs \(CNP System\)](#).

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Sponsor name: _____ Agreement number: _____

Signature: _____ Title: _____ Date: _____

[illegible]

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In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

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

This institution is an equal opportunity provider.

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The Connecticut State Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Connecticut Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of race; color; religious creed; age; sex; pregnancy; sexual orientation; workplace hazards to reproductive systems, gender identity or expression; marital status; national origin; ancestry; retaliation for previously opposed discrimination or coercion, intellectual disability; genetic information; learning disability; physical disability (including, but not limited to, blindness); mental disability (past/present history thereof); military or veteran status; status as a victim of domestic violence; or criminal record in state employment, unless there is a bona fide occupational qualification excluding persons in any of the aforementioned protected classes. Inquiries regarding the Connecticut State Department of Education's nondiscrimination policies should be directed to: Attorney Louis Todisco, Connecticut State Department of Education, by mail 450 Columbus Boulevard, Hartford, CT 06103-1841; or by telephone 860-713-6594; or by email louis.todisco@ct.gov.

For more information, visit the [CACFP](#) section of the CSDE's Connecticut Online Application and Claiming System for Child Nutrition Programs (CNP System) webpage 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/cnpsystem/cacfp_application_renewal_monitoring_schedule.pdf

