

CACFP Sponsor Monitoring Review Log

Sponsoring Organization Name: _____ Year: _____ LEA: _____

Sponsoring organizations must create a planned monitoring review schedule of its anticipated monitoring visits each year at the time of renewal for all sites. Each site must be reviewed three times per year. Each review must include meal service observation. Two of the three reviews must be unannounced. No more than 6 months may elapse between monitoring visits.

Instructions:

1. List each site sponsored by the Sponsoring organization.
2. Record the date each monitoring visit was conducted.
3. Record which meal service was observed. Monitors should vary their visits to include different meal services (if applicable).
4. Indicate whether the review was unannounced or announced. **Two of the three reviews must be unannounced.**
5. If the monitor observes areas of non-compliance (e.g. menus not posted, meal counts not taken at the point of service, etc.), the monitor must cite these as a finding. The site must be prescribed corrective action with a due date to correct the areas of non-compliance. Both sections must be completed when findings are noted.
6. Some findings of non-compliance may require a follow-up review to ensure the findings are corrected. If a follow-up visit is performed, the monitor must indicate the date of these actions and document the efforts made to complete the follow-up visit.
7. Indicate the date the finding(s) are corrected.
8. If any technical assistance or training is provided, indicate what was provided to the site.



First Required Monitoring Review:

1. Site Name	2. First Completed Review Date	3. Meal Service Observed	4. Unannounced or Announced Visit (UN/A)	5. Findings of Non-Compliance	5. Corrective Action Required	5. Corrective Action Due Date	6. Follow-up Actions or Date of Visit	7. Date Findings are Corrected	8. Training or Technical Assistance Provided

Second Required Monitoring Review:

1. Site Name	2. Second Completed Review Date	3. Meal Service Observed	4. Unannounced or Announced Visit (UN/A)	5. Findings of Non-Compliance	5. Corrective Action Required	5. Corrective Action Due Date	6. Follow-up Actions or Date of Visit	7. Date Findings are Corrected	8. Training or Technical Assistance Provided

Third Required Monitoring Review:

1. Site Name	2. Third Completed Review Date	3. Meal Service Observed	4. Unannounced or Announced Visit (UN/A)	5. Findings of Non-Compliance	5. Corrective Action Required	5. Corrective Action Due Date	6. Follow-up Actions or Date of Visit	7. Date Findings are Corrected	8. Training or Technical Assistance Provided