

CACFP Sponsor Planned Monitoring Schedule

Sponsoring Organization Name: _____ Year: _____ LEA: _____

Sponsoring organizations are responsible for monitoring food service operations at each site to assure sites are operating according to regulations and guidelines. Each year, sponsors must create a planned monitoring review schedule of its anticipated monitoring visits 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. New sites must be reviewed within the first four weeks of operation. Site review forms provided by the State agency must be used as documentation for reviews.

Instructions:

1. List each site sponsored by the Sponsoring organization.
2. Record the planned review dates for each required review. No more than 6 months may elapse between monitoring visits.
3. Record which meal service will be observed. Monitors should vary their visits to include different meal services (if applicable).
4. Indicate whether the review will be unannounced or announced. **Two of the three reviews must be unannounced.**
5. Once monitoring reviews are completed, the sponsor will use the [Monitoring Review Log](#) to record the actual review date and information pertaining to the visit.
6. The State agency will compare the monitoring review log with the planned monitoring schedule, and all completed monitoring visit forms during an administrative review.



1. Site Name	2. First Review Date	3. Indicate Meal Service Observation (B, AM, L, PM, S, Eve)	4. Unannounced or Announced (UN/A)	2. Second Review Date	3. Indicate Meal Service Observation (B, AM, L, PM, S, Eve)	4. Unannounced or Announced (UN/A)	2. Third Review Date	3. Indicate Meal Service Observation (B, AM, L, PM, S, Eve)	4. Unannounced or Announced (UN/A)