



## Being Prepared For A Successful Monitoring Visit

- Always have your recordkeeping current and available for review.
- Have your License, Building for the Future, and Meal Pattern posted.
- In a binder, have copies of signed Enrollment Forms, your Permanent Agreement, Medical Statements, etc. for your Monitor to review at the visit.
- Paper Retention: Your CACFP documents are to be retained for 3 years plus the current year. Your Monitor will ask to see the current year's documents.
- New children are to be enrolled by the *first day of care* and signed enrollments must be mailed to the office within the first 5 days of the child's enrollment date (even if they are on a trial basis or drop-in care).
- Serve milk with the correct fat content as instructed by Licensing and USDA regulations. Whole milk is recommended for children one year old. Children ages two years and older must be offered 1% or fat free milk.
- Have water readily available throughout the day.
- Ensure meals have the correct components per meal offered in the correct portion amounts per age group, and serve all foods at the same time.
- Notify the office in writing/email if your meal times change.
- A signed Medical Statement must be on file for children with food allergies who require a food substitution. Keep a copy for your own records as well.
- Label breast milk with the child's name and date, and use within 72 hours.
- If infants are in care, a "House Formula" must be offered. Your choice of any FDA approved formula with iron is acceptable.
- Have CN labels or processed food packaging available for review by your Monitor to ensure you are only serving the reimbursable processed foods.
- Food heated on the stove or countertop must be kept at a safe holding temperature of 140 degrees.
- Ensure your facility is safe and sanitary for the children in your care.



## MONITORING CHECKLIST

- License, Building for the Future, and Meal Pattern are posted
- Operating within License capacity
- Helper is Community Care Licensing approved
- Child emergency contact information readily available
- Verify Provider's email, phone number, hours of operation, and meal times are current
- Daily recordkeeping is current
- Conduct a 5 Day Reconciliation
- View Provider's copies of Enrollments, Permanent Agreement, Medical Statements, etc.
- Confirm enrollment hours are current, including school hours if applicable
- New children are enrolled by the first day of care, including drop-in children
- View paper retention for last 12 months
- View Daily Meal Worksheets if used
- Discuss/offer "same day entry" in Minute Menu
- Verify that the correct milk is offered for age per CACFP and Licensing requirements
- Ask what the "House Formula" is for the infants if applicable
- View breast milk to verify it is labeled with the child's name and dated if applicable
- Verify water availability
- Verify adequate food portions and correct components are offered per Meal Pattern requirements
- Verify that the facility is safe and sanitary
- Foods observed at a visit must match the foods claimed by the Provider
- Ask if any children in care have food allergies/require a special diet
- View CN labels or processed food packaging to ensure only credited foods are claimed
- Ask if any Day Care children live in the Day Care home
- Discuss any Health & Safety issues as needed
- Discuss Serious Deficiency issues as needed
- If this is a follow-up Review, document the reason for the follow up and that T.A. was offered
- Have Parent Letters available for the Provider

\*\*This list is not all inclusive\*\*