

# **Monitoring of the Child and Adult Care Food Program in Head Start and Early Head Start Centers**

## Site Monitors:

1. Reviews of food service operations at each Head Start and Early Head Start site will be completed by the USDA Child Nutrition Manager or the Health and Nutrition Services Director at least three times per year using the Site Monitoring Report form. No more than six months may elapse between each review and two of the three reviews must be unannounced.

2. Reviews will assess compliance with meal pattern, record keeping and other CACFP requirements as detailed in 7 CFR 226.15-17,20,22. Reviews will also assess compliance with Head Start Performance Standards detailed in 1304.23 (a-e).

3. Any corrective actions required will be detailed on the site monitor form. It is the responsibility of the USDA Child Nutrition Manager and/or Health and Nutrition Services Director to ensure that all required corrective actions are completed. The site monitor forms will be filed and maintained for a period of three years.

## Pre-Approval Visits:

1. The USDA Child Nutrition Manager will make a pre-approval visit to new centers before they are opened to assess compliance with CACFP regulations. The USDA Child Nutrition Manager will use the Site Monitoring Report form to conduct a review within the first four weeks of operation of a new site.

2. Initial CACFP training of staff in new centers is the responsibility of the USDA Child Nutrition Manager.

## Monthly Paperwork Feedback:

1. Menu planning sheets completed by food service personnel in centers will be reviewed monthly by the USDA Child Nutrition Manager.

2. Any suggestions/problems are detailed on the monthly paperwork feedback form which is sent to each cook. A copy of the form is placed with each cook's monthly paperwork and filed. These files are to be maintained for three years.

3. The USDA Child Nutrition Manager reviews the meal reimbursement reports completed by each cook. After individual cooks' accounts are reconciled with the bank, the USDA Child Nutrition Manager then reviews all of the receipts for compliance with CACFP and UMCHS, Inc. standards.

4. The cooks will turn in their working menus to the USDA Child Nutrition Manager by the 5<sup>th</sup> of each month. The USDA Child Nutrition Manager will keep a check off list as menus come in and follow up with those cooks whose menus are not received by the 5<sup>th</sup>.

## Program Review:

A review of the CACFP as operated by UMCHS, Inc. will be completed by the Oregon Department of Education every three years. This review is a detailed assessment of compliance with all CACFP regulations.