

**SAMPLE CACFP MONITORING SCHEDULE FORM**  
 (Requirement For Sponsors Of One Or More Centers in Different Location(s) Only)

*OPTIONAL - Use this form or design your own*

YEAR	COUNTY	NUMBER

NAME OF SPONSOR \_\_\_\_\_

AGREEMENT #: \_\_\_\_\_

PLAN AND COMPLETE YOUR MONITORING SCHEDULE FOR THE NEW AGREEMENT YEAR BEGINNING OCTOBER 1.

Each sponsoring organization must **ANNUALLY** conduct the required number of monitoring visits for each site under its sponsorship. As part of its monitoring plan, a sponsoring organization must document that it will employ the equivalent of one full-time staff person for each 25 to 150 centers it sponsors. § 226.15(d) requires sponsors to “devote adequate supervisory and operational personnel for management and monitoring of the Program” as a condition of sponsor eligibility and a key part of meeting compliance for “Administrative Capability.” Note: an employee of a management company may not conduct monitoring visits.

- Reviews must be conducted at least 3 times a year for each center with no more than 6 months apart.
- In addition, at least two of the three reviews must be unannounced and must include observation of a meal service.

PROGRAM LOC # <small>(See CACFP Schedule A)</small>	ADDRESS	DATE 1 <sup>ST</sup> VISIT		DATE FOLLOW-UP VISIT		DATE 2 <sup>ND</sup> VISIT		DATE FOLLOW-UP VISIT		DATE 3 <sup>RD</sup> VISIT		DATE FOLLOW-UP VISIT		COMMENTS	*CODES:
		ANNOUNCED	UNANNOUNCED	ANNOUNCED	UNANNOUNCED	ANNOUNCED	UNANNOUNCED	ANNOUNCED	UNANNOUNCED	ANNOUNCED	UNANNOUNCED	ANNOUNCED	UNANNOUNCED		
<i>Old Church Day Care Ctr.</i>	<i>123 Oak Lane, Anywhere, NJ</i>		<i>11/00/00</i>			<i>01/00/00</i>					<i>06/00/00</i>			<i>TA provided. Revisit to verify meal requirements.</i>	<i>B, D, E</i>
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\*CODES: A – RECORD KEEPING

B – MEAL SERVICE C- SANITATION

D - USDA MEAL REQUIREMENTS

E – NUTRITON EDUCATION

F - MONITORING