

Child and Adult Care Food Program Monitors

Site Monitors:

1. Reviews of food service operations at each Head Start and Early Head Start site will be completed by the Nutrition Services Director or USDA Manager at least three times per year. One review must be made in the center's first six weeks of operation and no more than six months may lapse between each review.

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 Nutrition Services Director and USDA Manager in conjunction with the site Team Leader 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. Pre-approval visits will be made to new centers before they are opened to assess compliance with CACFP regulations.

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

Monthly Paperwork Monitors:

1. Menu planning sheets completed by food service personnel in centers, food receipts and Daily Vendor Receipts will be reviewed monthly by the USDA Manager and Nutrition Services Director.

2. Any suggestions/problems are detailed on the monthly paperwork feedback form or in an e-mail. Food service personnel receive the original feedback form. A copy of the form is placed with each site's paperwork and filed. These files and e-mails are to be maintained for three years.

3. Receipts from purchases made by food service personnel for the CACFP are also reviewed by the Fiscal office. Any problems in reconciliation of monies spent are addressed directly with food service personnel. The USDA Manager or Nutrition Services Director are also notified of any problems.

Program Review:

1. 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.