



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



TO: Child and Adult Care Food Program (CACFP) Child and Adult Day Care Center
Sponsor Organizations

FROM: John Frassinelli, Chief
Bureau of Health/Nutrition, Family Services and Adult Education

DATE: December 26, 2014

SUBJECT: Operational Memorandum #06C-15 and #05A-15
Monitoring Requirements and Revised Form for Center Sponsoring Organizations

In accordance with the CACFP regulations [7CFR§226.16(d)(4)(i)(A)-(D)], sponsoring organizations (institutions with more than one site) must review all of their sponsored facilities a minimum of three times each year. At least two of the three required monitoring reviews conducted by the institution must be unannounced; at least one unannounced review must include observation of a meal service; new facilities must be reviewed within the first four weeks of Program operations; no more than six months may elapse between monitoring reviews; and the timing of visits must be varied so that they are unpredictable to the facility's staff.

The monitoring form that was previously issued to all sponsors by the Child Nutrition Unit in March 2011 has been revised. **The attached CACFP Center Monitoring Review Form has been revised as of December 2014** to include a detailed reconciliation of enrollment, attendance and meal counts for the prior five day period, as well as to clarify and add other items that are specifically required by the Program regulations. This is the only form that can be used to fulfill the CACFP monitoring requirement and as a result, should not be modified in any way by participating institutions.

CACFP sponsors should discard all earlier versions of the monitoring form (revised March 2011) and begin using the attached Center Monitoring Review Form (revised December 2014) immediately. In addition, this information and the attached Center Monitoring Review Form (revised December 2014) should be shared with all staff in the organization who are responsible for CACFP monitoring activities.

If there are any questions about this information, please contact Susan Boyle at 860-807-2074, Celia Cordero at 860-807-2076, Benedict Onye at 860-807-2080 or Terese Maineri at 860-807-2145.

JF:shb

Attachment

Important: This is a numbered Operational Memorandum that contains important program information. Please read carefully and retain for future reference. Operational Memoranda are also posted on the Child Nutrition website at: <http://www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=333794>