

# Monitoring Reviews

## State Reviews

The federal and state regulations require At-Risk Afterschool programs to maintain complete and accurate original Child and Adult Care Food Program (CACFP) records. The United States Department of Agriculture (USDA) requires program participants to account for each dollar they receive in meal reimbursement. The Department of Health and Senior Services (DHSS) is required to ensure that centers are accountable for all money they receive and are in compliance with program regulations. A Community Food and Nutrition Assistance (CFNA) representative will review each At-Risk Afterschool program, every three years or more frequently to conduct fiscal and meal service monitoring.

Program monitoring reviews may or may not be announced in advance. If announced in advance, the sponsor will receive a letter by email and the review should be conducted the week specified in the letter. For unannounced reviews, no advance notification will be given. The center may contact our office (800-733-6251) if there are days that they know they will not be available; however, another responsible individual shall be designated to be in charge of the facility in the absence of the site director.

During monitoring reviews, all program original records must be maintained on location and made available for review within one hour of arrival by state and/or federal officials. Failure to have the CACFP records available will result in findings, corrective action, and/or overclaims; the CFNA may disallow up to twelve months of claims for reimbursement that the center or Sponsoring Organizations (SO) must repay. At-Risk programs must maintain all required original records, not copies, on file for a period of three full fiscal years after the final claim for reimbursement for the fiscal year was submitted or longer if audit findings have not been resolved. The federal fiscal year begins October 1<sup>st</sup> and ends September 30<sup>th</sup>.

The CACFP Monitoring Review Checklist is provided to help sponsors prepare for the review.

## Sponsoring Organization Reviews

An SO is a CACFP contractor responsible for two or more centers.

SO Additional Review Requirements – At-Risk Afterschool sponsors must conduct three monitoring reviews\*\* for each facility each year:

- At least two of the three reviews must be unannounced; however it is recommended that all are unannounced.
- At least one of the unannounced reviews must be conducted during a meal service.
- When a site operates in the evening and/or on weekends, or holidays, one review must be conducted each year on a weekend, holiday, or during the supper meal when claiming meals under these conditions.
- No more than six months may lapse between monitoring visits.
- The SO must review all new sites within the first four weeks of operation.
- All monitoring visits must be documented. The Sponsored Centers Site Visit Report form (CACFP- 404) may be used to document reviews.
- The sponsor must follow up when problems are noted during the review.
- The follow-up visit must be conducted not less than one week after the initial finding and the visit must be documented.

\*\*Sponsors that operate Summer Food Service Program (SFSP) and CACFP At-Risk meals may follow the CACFP monitoring schedule year round. If sponsors choose to follow the

CACFP monitoring schedule year round, one of the three annual reviews must occur during the summer. The review for SFSP requirements includes the review of a meal service and the review must be unannounced. The two reviews for CACFP requirements must occur during the school year, at least one must include the review of a meal service, and at least one must be unannounced.

