

CACFP Monitoring Requirements and the Job of a Monitor

SD Department of Education
Child and Adult Nutrition Services



What is Monitoring?

- ▶ Efforts to:
 - Visit each Site
 - During Normal Hours of Operation
 - Ensure Site is in Compliance
- ▶ Only Required for Sponsors
 - More Than CACFP Site (or Building)
- ▶ Independent Centers – Monitored by State
 - Different Rules Apply



Definition of Monitor?

- ▶ Person Conducting the Monitoring Visits
 - ▶ Representatives from:
 - ▶ Local Agency
 - ▶ Child and Adult Nutrition Services
 - ▶ Department of Public Safety
 - ▶ United States Department of Agriculture
 - ▶ Other State and Federal officials
 - ▶ Must Show Photo Identification and Identification That They are Employees of One of These Entities
- ▶ Also, Word Used for the "Act" of Monitoring



Regulatory Requirements

- ▶ At least 3 visits
 - Prorate – less than 1 year
- ▶ At Least Two Unannounced
 - No Advance Notice
- ▶ At Least One Unannounced Visit
 - Observation of a Meal Service
- ▶ No More Than 6 Months Between Visits
- ▶ Serious Deficiency Found?
 - Next Visit Unannounced
- ▶ New Sites
 - First Four Weeks



Elements of the Visit

- ▶ Review of:
 - Meal Pattern
 - Licensing
 - Annual Training
 - Meal Counts
 - Menu & Meal Records
 - Current Enrollment Forms
 - 5-Day Reconciliation
- ▶ Prototype Monitoring Forms
 - Available
 - Encouraged



Purpose of the Visits

- ▶ Provide Training and Technical Assistance
- ▶ Discover Areas Needing Improvement
- ▶ Correct Problems
 - Before They Become Serious



Goal of the Visits

- ▶ To Observe
- ▶ To Evaluate Compliance
 - Rules
 - Regulations



Preparing for the Monitoring Visit

- ▶ Look at History
 - Comment Sections
- ▶ Consider Complaints
 - Parents
 - Public
 - Other Staff



Conducting the Monitoring Visit

- ▶ Identify & Document Problems
 - Outline Problems
 - Outline Serious Issues
- ▶ Discuss the Observations
 - Good & Bad
- ▶ Alert the Site
 - Required Follow Up



Communication is Key to Success

- ▶ Monitor Sets the Tone of Visit
 - Be Friendly, not Friends
 - Be Gentle, but Firm
 - Be Honest and Direct
 - Help Rather than Harass



Biggest Obstacle

“I want them to like me!”



How to be Tough and Still be Liked

- ▶ Remember the Goal
- ▶ Don't Take Sides
- ▶ Don't Criticize Your Supervisor
- ▶ Don't Generalize, Be Specific
- ▶ Again, Inspect, Don't Harass



Techniques to Gain Respect

- ▶ Know Your Job – Be Confident!
- ▶ Always Be Respectful
- ▶ Have a Sense of Humor
- ▶ Be Loyal to Both the Staff and the Agency
- ▶ Use the Golden Rule Attitude



Record Keeping

- ▶ Save **ALL** Documentation of Monitoring Efforts
 - 3 Previous Years Plus the Current Year


