


**MONITOR CHECKLIST  
for Day Care Centers**

Monitoring of CACFP operations is required to be documented a minimum of three times per year. Monitoring reviews cannot be more than six months apart. Two of the three monitoring reviews must be conducted unannounced (without advanced notice) and at least one of these must include the observation of a meal.

Center Name and Address \_\_\_\_\_

This visit was:            Announced \_\_\_\_\_            Unannounced \_\_\_\_\_

Meal observed today:    Breakfast \_\_\_\_\_    Lunch \_\_\_\_\_    Snack \_\_\_\_\_    Supper \_\_\_\_\_

Number of Participants Served \_\_\_\_\_    Age Range \_\_\_\_\_    Number of Staff Served \_\_\_\_\_

| MENU COMPONENTS     | FOOD SERVED | REQUIRED SERVING SIZE | DID EACH PARTICIPANT RECEIVE AT LEAST THE REQUIRED MINIMUM SERVING SIZE? |    |
|---------------------|-------------|-----------------------|--|----|
|                     |             |                       | YES  | NO |
| Milk                |             |                       |  |    |
| Vegetables/Fruits   |             |                       |  |    |
| Vegetables/Fruits   |             |                       |  |    |
| Grains/Bread        |             |                       |  |    |
| Meat/Meat Alternate |             |                       |  |    |

Does the meal contain all the required components?    Yes \_\_\_\_\_    No \_\_\_\_\_

If no, what is missing? \_\_\_\_\_

| YES | NO | NUTRITION  |
|-----|----|--|
|     |    | Staff sits with participants during meals.               |
|     |    | Participants are assisted with dining as necessary.      |
|     |    | Participants react positively to the meal served.        |
|     |    | Participants are allowed/encouraged to serve themselves. |
|     |    | Adequate time is allowed for the meal.                   |

| YES | NO | RECORDKEEPING   |
|-----|----|---|
|     |    | The day care license (or other approval to operate) is current. If not, the center has documentation that it is in the process of renewing the license.   |
|     |    | Income eligibility forms, completed by the participant or household within the last year, are on file for all enrolled participants and have been accurately categorized by staff.  |
|     |    | A random sample of day care enrollment (registration) forms on file indicates that there is one for each child, that they are updated annually and include parent's signature, child's usual days and hours in care and meals usually received. |

This institution is an equal opportunity provider.

| YES | NO | RECORDKEEPING  |
|-----|----|--|
|     |    | Attendance records are completed daily.  |
|     |    | The number of participants served is recorded by staff on the meal count form at each meal or snack.   |
|     |    | Key center staff has attended training provided by the sponsor on CACFP topics at least once during the past year.   |
|     |    | For each of the previous 5 days, meal counts appear to be accurate when compared with the attendance and enrollment.   |
|     |    | Menu records are accurately completed for each meal/snack prepared on site.  |
|     |    | When vended meals are delivered, center staff signs the invoice to indicate that it is accurate and that sufficient food was delivered to feed all the participants. |

| YES | NO | SANITATION  |
|-----|----|---|
|     |    | Participants and staff wash their hands before eating.                                    |
|     |    | Refrigerator temperatures are at or below 40°F, freezer temperatures are at or below 0°F. |
|     |    | Dry food is stored in rigid plastic containers with tight lids to prevent contamination.  |
|     |    | Foods are covered when transported.   |
|     |    | Hot food is held at temperatures above 140°F, cold foods below 40°F.                      |
|     |    | Gloves were worn and/or proper utensils are used to handle food.                          |
|     |    | Insecticides and cleaning supplies are stored away from food and participants.            |
|     |    | Food that leaves the kitchen (leftovers, including milk) is discarded after the meal.     |

***What does the center need to improve? (Any items above that were answered "No" should be indicated here.)  
Who will do it and when?***

***What problems were identified at the previous visit? Has the center corrected them? If not, when and how will problems be corrected?***

Print Name of Program Monitor \_\_\_\_\_ Date \_\_\_\_\_

Print Name of Site Representative \_\_\_\_\_

Title \_\_\_\_\_