

Monitoring Options for School Food Authorities Participating in Multiple Child Nutrition Programs



This handout outlines the options for School Food Authorities (SFAs) who monitor the same sites for more than one Child Nutrition Program (National School Lunch Program (NSLP), School Breakfast Program (SBP), Child and Adult Care Food Program (CACFP) At-Risk Afterschool Meals component, and the Summer Food Service Program (SFSP).

Sponsor Monitoring Requirements

Sponsors are defined as having full administrative responsibility for two or more sites or facilities participating in the Child Nutrition Programs. Monitoring forms are site and program specific (i.e. CACFP, NSLP, SBP, and SFSP). Sponsors must ensure that the following minimum monitoring requirements are met:

Child Nutrition Program	Monitoring Requirements	Monitor Form to use
Child and Adult Care Food Program (At-Risk Afterschool Component)	Monitor each site <u>three</u> times per year; At least two of the monitoring visits must be unannounced; At least one unannounced monitoring visit must include CACFP At-Risk observation of a meal service; At least one monitoring visit must be during each new site's first four weeks or operations; No more than 6 months may elapse between visits.	CACFP Site Review Form: https://dpi.wi.gov/sites/default/files/imce/community-nutrition/pdf/gm_5c_sitereview_ar.pdf
National School Lunch Program	On-site monitoring is required for all SFAs with more than one school site. On-site monitoring form must be completed annually by February 1 st for all sites operating NSLP and maintained at the SFA.	NSLP On-Site Monitoring Form: https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/nslp-onsite-monitoring.doc
School Breakfast Program	On-site monitoring is required for all SFAs with more than one school site. On-site monitoring form must be completed annually by February 1 st for 50% of sites operating SBP. Each school operating the SBP must be reviewed once every two years.	SBP On-Site Monitoring Form: https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/sbp-onsite-monitoring.doc
Summer Food Service Program	Sponsors must visit each site at least once during the first week of operation to ensure the site is operating smoothly. However, the first week site visit requirement is waived for returning sites that successfully operated during the previous summer (or other most recent period of operation) and had no serious deficiency findings. Sponsors of these sites are still required to review the site within the first four weeks of operation.	SFSP Self Prep sites: https://dpi.wi.gov/sites/default/files/imce/community-nutrition/pdf/site_review_form%20selfprep.pdf SFSP Vended sites: https://dpi.wi.gov/sites/default/files/imce/community-nutrition/pdf/site_review_form_vended.pdf

Child Nutrition Program Monitoring Requirements

SFAs must monitor their CACFP At-Risk sites at a minimum three times each year at each site. SFAs may choose to use the following streamlined monitoring options when participating in multiple Child Nutrition Programs.

Monitoring visits if participating in CACFP, NSLP, and SFSP:

1st Monitoring visit: CACFP At-Risk monitoring visit, unannounced with meal service observed, using the CACFP At-Risk Site Review monitoring form.

2nd Monitoring visit: CACFP At-Risk monitoring visit at the same time as the NSLP On-Site Monitoring visit; no observation of CACFP meal service. SFA is required to complete both the NSLP On-Site Monitoring form and the CACFP At-Risk Site Review monitoring form.

3rd Monitoring visit: SFSP monitoring visit. Completion of SFSP form only.



Monitoring visits if participating in CACFP and NSLP only (no SFSP):

1st Monitoring visit: CACFP At-Risk monitoring visit, unannounced with meal service observed, using the CACFP At-Risk Site Review monitoring form.

2nd Monitoring visit: CACFP At-Risk monitoring visit at the same time as the NSLP On-Site Monitoring visit; no observation of CACFP meal service. SFA is required to complete both the NSLP On-Site Monitoring form and the CACFP At-Risk Site Review monitoring form.

3rd Monitoring visit: CACFP At-Risk monitoring visit, unannounced with or without the meal service observed, using the CACFP At-Risk Site Review monitoring form.

Plan your monitoring dates accordingly by using our Site Review Tracking form: Click here for the form: https://dpi.wi.gov/sites/default/files/imce/community-nutrition/pdf/gm_5c_monitoring_tracking_form_ccc.pdf

If problems are noted during any of these monitoring visits, documentation must show what corrective action was taken and documentation of a follow-up visit should be noted.

Questions about monitoring should be directed to your assigned Nutrition Program Consultant.

Refer to USDA Policy Memos ([SP09-2013](#), [CACFP04-2013](#) Streamlining At-risk Meal Participation for School Food Authorities and [SP07-2013](#), [SFSP04-2013 – REVISED](#) Summer Feeding Options for School Food Authorities) and [Guidance Memorandum 5C: CACFP Sponsoring Organization Requirements](#).