

CACFP

Site Monitoring Form (H1606)



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TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

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Acknowledgement Statement

You understand and acknowledge that:

- ❑ the training you are about to take does not cover the entire scope of the program; and that
- ❑ you are responsible for knowing and understanding all handbooks, manuals, alerts, notices and guidance, as well as any other forms of communication that provide further guidance, clarification or instruction on operating the program.

Objectives

By end of session, Contracting Entities will be able to:

1.

Explain the 5-step monitoring process

2.

Revise monitoring procedure, as needed

3.

Retain all required monitoring documentation

4.

Improve oversight of monitoring visits



Site Monitoring Form (H1606)

Texas Department of Agriculture

CACFP – Child Care Center
ReviewForm H1606
February 2023

Name of Sponsoring Organization			CE ID		
Date of Review	Time of Arrival ☐ AM ☐ PM	Time of Departure ☐ AM ☐ PM	Date of Last Review		
Site Type ☐ Public or Private Non-Profit ☐ For-Profit		Type of Review ☐ Announced ☐ Unannounced			
Monitor Name		Title			
Site Name			Site ID		
Site Address					
Person Interviewed at Site			Title of Person Interviewed at Site		

A. Meal Service

1. Meal Count – Complete the following for the meal observed

	Breakfast	AM Snack	Lunch	PM Snack	Supper	Evening Snack
Beginning Time of Meal Service						
Ending Time of Meal Service						
Number of Meals Prepared						
Number of Meals Served						
To Children						
To Infants						
As Seconds						
Prog/Non-Prog adults						

2. Was the menu served the same as posted for today?	☐ Yes	☐ No
If not, were substitutions consistent with USDA requirements?	☐ Yes	☐ No
If not, were substitutions documented correctly?	☐ Yes	☐ No
3. Are all items on the <i>Daily Meal Production Record</i> (H1530/H1530-A) or alternate completed on a daily basis?	☐ Yes	☐ No
4. Are the times meals are served consistent with the times indicated on the <i>Site Application</i> ?	☐ Yes	☐ No
5. Is the combination of meals/snacks claimed consistent with CACFP regulations?	☐ Yes	☐ No
6. Does the site supply all meal components?	☐ Yes	☐ No
If no, explain:		
7. Are there medical statements on file for infants/children with disabilities and/or medical or special dietary needs?	☐ N/A	☐ Yes ☐ No
8. Have variations in meal patterns been approved?	☐ N/A	☐ Yes ☐ No



Think-Pair-Share

Think

Based on your experience using form H1606/alternate answer question yourself.

Pair

Pair up with 2-3 others that are not apart of your CE.

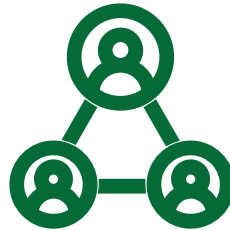
Share

Share your response with each other.



Think – Pair – Share

Why is it important to develop an effective site monitoring process?



Effective Monitoring Assesses a Sites

Viability

Demonstrate Operate as
Nonprofit Food Service
Operation (Unaffiliated)

Accountability

Justify reimbursement
for meals claimed and
demonstrate compliance
with requirements

Capability

Staffed adequately with
Trained Employees





The 5-Step Process



01

Prepare

Prepare for a successful site visit

02

Conduct

Assess all required areas

03

Record Retention

Maintain Required documentation

04

Follow Up

Corrective Action Response and Training/TA

05

Oversight

Ensure compliance with monitoring requirements

Develop Your

5-step process

Who

The position/title responsible

What

The tasks being performed

How Often/When

How often and when task is performed

Documentation

Proof completed



Step 1

Preparation

Site Application

- Meal Service
- Approved Meal Times
- Site Information

Claims

- ADP
- Attendance
- Meal Types
- Enrollment

Past Reviews

- Findings
- Any issues noticed
- Corrective Action

TA/Training

- Documented TA provided
- Site training records



Think – Pair – Share

List what is needed to conduct the site review:

- CACFP Resources
- Meal Observation
- Site documents review
- Capability of site



Step 2

Conduct Review

Resources

- CACFP Meal Pattern
- Access to CACFP Handbook and Reference Materials

Meal Service

- Mealtimes
- Meal Count and Attendance
- Meal Production Records
- Menu
- Meal Analysis

Interview

- Staff performing CACFP duties/ Knowledgeable of overall program

Document Review

- Civil Rights
- Record Keeping
- Training
- Five-Day Reconciliation
- Non-profit Food Service

Step 3

Record Retention

Sponsor

- Site monitoring form
- Site Application
- Findings/Disallowances
- Corrective Action
- Commendations

Site

- Enrollment and Eligibility
- Meal Service
- Civil Rights (Race/Ethnicity)
- Licensing
- Program Income & Expenses

Follow Up

- Corrective Action Response
- Adverse Action
- Technical Assistance
- Training
- All Correspondence



Think-Pair-Share

Think

According to form H1606 what documentation is required to be reviewed.

Pair

Pair with 2-3 other participants.

Share

Share the required documents.

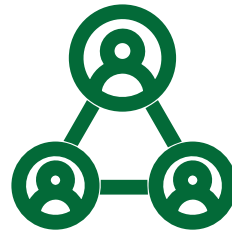


Form H1606



Think – Pair – Share

**What site documents are required
to be assessed and retained for
Section A. Meal Service?
Section B. Meal Analysis?**



Documentation of Meals

A. Meal Service

Menu

Medical Statements

Meal Production Record

Approved meal variation

Site application

B. Meal Analysis

Meal Count and Attendance for Meal Observed

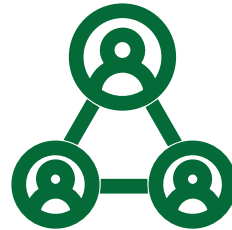
Meal Production Record for Meal Observed



Think – Pair – Share

What site documents are required to be assessed and retained for Sections C. Civil Rights?

D. Record Keeping-1. Licensing?



Civil Rights and Licensing

C. Civil Rights

- Documentation from Site of Race and Ethnicity Data provided by Parent/Guardian. **NO visual observation.**

D. Record Keeping – 1. Licensing

- Current Child Care License
- Documentation if site subject to licensing standards other than DFPS/HHSC
- Attendance Record for day of review



Think – Pair – Share

What site documents are required to be assessed and retained for

Section D. Record Keeping:

2. Enrollment?

5. Eligibility?



Enrollment & Eligibility

D. Record Keeping- 2. Enrollment

- Enrollment forms or enrollment documentation
- Reviewer documentation if any findings

D. Record Keeping- 5. Eligibility

- Current CACFP Meal Benefit Income Eligibility Forms
- Current Early Head Start, Head Start or Even start documentation
- For-profit sites: Required documentation to demonstrate able to claim free and reduced-price meals.
- Reviewer validation documentation



Attendance & Meal Count

D. Record Keeping- 3. Attendance

- Daily Meal Count and Attendance Record (H1535) or alternate, including record for date of review

D. Record Keeping- 4. Meal Count

- Daily Meal Count and Attendance Record (H1535) or alternate, including record for date of review
- Meal Observation- how meal count is taken



Corrected Non-Compliances & Record Retention

D. Record keeping- 6. Previous reviews

- Documentation if were non-compliances noted on previous reviews

D. Record Keeping- 7. Record Retention

- Documentation of sites procedure for maintain records for three years plus the current program year
- Verification that site is following procedure and is in compliance.

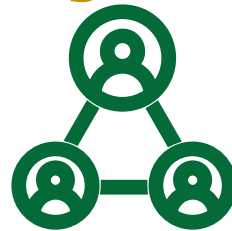


Think – Pair – Share

What site documents are required to be assessed and retained for

Section E. Training?

Section F. Five-Day Reconciliation?



Training & Five-Day Reconciliation

E. Training

- Employee Records/Organizational Chart
- Training Records

F. 5-day Reconciliation

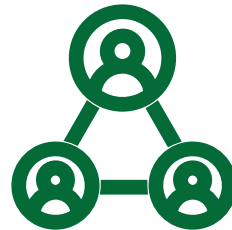
- Meal Counts
- Attendance Records
- Enrollment



Think – Pair – Share

If the site is unaffiliated what documents are required to be assessed and retained for

Section G. Nonprofit Food Service?



Nonprofit Food Service

Program Costs- Source document for all COSTS

Bank Statements

Payroll Records

Invoices/Receipts

Cancelled Checks

Program Funds

Claims

Reimbursement

Other Income

Non-Profit Food Service

- Program Expenses Tracked/General Ledger
- Reviewers Calculations



Step 4

Follow Up

Corrective Action

- Satisfactorily completed
- Repayment made,
- Adjusted claims for disallowances

TA/Training

Any additional TA or training provided after monitor review completed

Follow-up Reviews

- Asses scheduling of next review
- If a serious deficiency is detected; next site monitoring review is to be unannounced.



Step 5

Oversight

All Elements

All questions answered on H1606 or alternate

Documentation

All documentation reviewed included in Monitoring Report

Quality

- Assess quality of monitoring reports
- Assess if monitor understands requirements & training needs

Go to www.menti.com and use the code 4292 7066

List 3 items will assess

Oversight for Monitoring Reviews



GO TO
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ENTER THE CODE
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Objectives

By end of session, Contracting Entities will be able to:

1.

Explain the 5-step process for effective site monitoring.

2.

Revise, as needed, their monitoring procedure based on the 5-step process

3.

Retain all required site monitoring documentation

4.

Improve Oversight of Site Monitoring visits



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Questions



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