**PLAN AND COMPLETE YOUR MONITORING SCHEDULE FOR THE NEW AGREEMENT YEAR BEGINNING OCTOBER 1.**

Each sponsoring organization must **ANNUALLY** conduct the required number of monitoring visits for each site under its sponsorship. As part of its monitoring plan, a sponsoring organization must document that it will employ the equivalent of one full-time staff person for each 25 to 150 centers it sponsors. § 226.15(d) requires sponsors to “devote adequate supervisory and operational personnel for management and monitoring of the Program” as a condition of sponsor eligibility and a key part of meeting compliance for “Administrative Capability.” Note: an employee of a management company may **not** conduct monitoring visits.

- Reviews must be conducted at least 3 times a year for each center with no more than 6 months apart.
- At least two of the three reviews must be unannounced and must include observation of a meal service.
- Timing of reviews must not be predictable to your facilities.

### PROGRAM LOC #

(See CACFP Schedule A)

<table>
<thead>
<tr>
<th>PROGRAM LOC #</th>
<th>ADDRESS</th>
<th>DATE 1ST VISIT</th>
<th>DATE FOLLOW-UP VISIT</th>
<th>DATE 2ND VISIT</th>
<th>DATE FOLLOW-UP VISIT</th>
<th>DATE 3RD VISIT</th>
<th>DATE FOLLOW-UP VISIT</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Old Church Day Care Ctr.</td>
<td>123 Oak Lane, Anywhere, NJ</td>
<td>1/00/00</td>
<td>UNANNOUNCED</td>
<td>6/00/00</td>
<td>UNANNOUNCED</td>
<td>1/00/00</td>
<td>UNANNOUNCED</td>
<td>TA provided. Revisit to verify meal requirements</td>
</tr>
</tbody>
</table>

**CODES:**

- A – RECORD KEEPING
- B – MEAL SERVICE
- C – SANITATION
- D – USDA MEAL REQUIREMENTS
- E – NUTRITION EDUCATION
- F – MONITORING

*Note: The sample form is completed for illustrative purposes only.*