

Area: Health Services

Subject: HS40 – Child Care Food Program – Monitoring/Training

Reference: 7 CFR 226.17(b)(4), 226.20, and Appendix C to Part 226

Policy: Meals claimed for reimbursement must contain food components in specific quantities as required by regulations.

Procedure:

1. Child Development Supervisor III will monitor Menu Production Records (MPR) on a monthly basis to ensure that the meal and serving sizes meet the meal pattern requirements.
2. CDS III will review menus to ensure that all meal components listed are acceptable.
3. Using the Child Care Food Program (CCFP) Site Monitoring Report, CDSI will monitor CCFP program at each center within six weeks of new program year and at least two more times throughout the year, with no more than six months between monitoring visits. Monitoring visits will be announced twice and unannounced once and noted on the report
4. Follow-up with findings at the next monitoring visit.
5. CDS III will reconcile meal counts on a monthly basis.
6. CDS III will provide training as required.

Supervised by: Director II

Performed by: Child Development Supervisor III

Forms needed: CCFP Site Monitoring Report, Menus, Menu Production Records (MPR), Product Spec Sheets, CN Labels, Recipes

Frequency: Weekly, Monthly, As Required