

# SPONSORING ORGANIZATION SELF-MONITORING REVIEW FORM

NORTH DAKOTA DEPARTMENT OF PUBLIC INSTRUCTION

CHILD AND ADULT CARE FOOD PROGRAM

(Rev.9/11) G/Tools/CACFP/Sponsoring Organization Self-Monitoring Review Form

To be completed by organization three times each year for each program site. Two of three annual reviews must be unannounced. Retain a copy of this form in sponsoring organization files. Monitor must display photo-identification.

Name of Center
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Name of Sponsor
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## 1. Meal Service

Meal Observed	<input type="checkbox"/> Announced <input type="checkbox"/> Unannounced
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Number of Children Served
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Item	Foods Used (check all that apply)	Total Quantity Prepared
Milk	<input type="checkbox"/> Whole <input type="checkbox"/> 2% <input type="checkbox"/> 1 % <input type="checkbox"/> Skim <input type="checkbox"/> Flavored	
Fruit, Vegetable, or Juice		
Bread or Bread Alternate		
Meat or Meat Alternate		
Other Foods		

## 2. Food Service

How far in advance are menus planned?
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### Review one month's menus

Are all menus retained on file? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Are production records on file? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Do menus contain required components? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Are menus planned to moderate the amounts of fat, sugar, and salt? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Is water available to children to drink upon request? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Comments on all "no" responses:
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## 3. Sanitation

Are Sanitary procedure followed in all aspects of food service? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Is the kitchen area kept clean at all times? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Are dishes sanitized after washing and rinsing? <input type="checkbox"/> Yes <input type="checkbox"/> No
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**Sanitation (con't.)**

Are all storage areas at proper temperatures?

 Yes  No

Comments on all "no" responses:

**4. Space, Facilities, and Equipment**

Is there adequate storage for food items?

 Yes  No

Is dining space adequate for the number of children?

 Yes  No

Is equipment being used properly?

 Yes  No

Are equipment and facilities in good condition?

 Yes  No

Comments on all "no" responses:

**5. Recordkeeping**

Are daily records kept of the number of meals/snacks served?

 Yes  No

Are attendance records kept separate from meal count records?

 Yes  No**6. Five-Day Reconciliation of Meal Counts**

Base your reconciliation on a random sample of the children for a five-day period. The random sample must equal at least 10% of the number of children enrolled with a minimum, or five children reviewed if your facility has an enrollment of 50 or less.

**Use attachment A to complete five-day reconciliation and attach to Monitor Review Form.**

Use either the current or previous month's records (or, for reviews conducted early in a month, a combination of days from the current and previous months). Must use five consecutive days.

Total number of enrolled children: \_\_\_\_\_

How many children have been included in the random sample? \_\_\_\_\_

**OR**

What is the percentage used for the random sample? \_\_\_\_\_

Compare the Meal Participation Records for the five-day period to the attendance records for each child in the random sample. Based on the comparison, do they match each child's record?

 Yes  No  N/A If no, explain: \_\_\_\_\_

Compare the Meal Participation Records for the five-day period to the enrollment forms for each child in the random sample. Based on this comparison, do they match each child's records?

 Yes  No  N/A If no, explain: \_\_\_\_\_

If any of the questions above concerning the five-day reconciliation were answered NO, will the sponsor use this information as a tool to evaluate further whether the facility has a problem with its meal counting and claiming procedures?

 Yes  No

Comments:

## 7. Civil Rights

Are diet statements on file for participants who are on special diets (i.e. participants who cannot follow the meal pattern)??

Yes  No

Are all parents provided information on the benefits of the WIC Program (poster or handout or other format)?

Yes  No

Is "Building for the Future" information on the CACFP provided to all parents (poster or handout or other format)?

Yes  No

Is "And Justice" poster prominently displayed?

Yes  No

Is there no separation by race, color, national origin, age, sex or disability in: eating areas, serving lines, serving times or seating arrangements?

Yes  No

Is documentation available that staff who work with the public have received civil rights training (dates, names, and content)? Staff includes: volunteers, new employees, part-time staff, and bus drivers, in addition to full-time regular staff?

Yes  No

Signature of Reviewer

Title

Date

Signature of Center Staff Member

Title

Date

