DOCUMENTATION-CACFP Monitoring

POLICY/ APPROACH:

All sites are monitored for CACFP compliance.

PROCEDURE:

1. Each site will be monitored by Management staff three times a year for sanitation and compliance with the Child and Adult Care Food Program using the CACFP Site Monitoring Reports and Sanitation checklists.

2. Issues discovered during site visits will be corrected as soon as possible and before the next scheduled inspection.

3. Site Managers will complete the Head Start /Early Head Start Family Style Meal Checklist for each site they supervise on a monthly basis and send them to the Food Service Manager.