**Monitoring Requirements**—All organizations operating more than one CACFP site must conduct their own monitoring of the sites, including a pre-approval review of any new site prior to operating CACFP, a review of the new site within the first four weeks of operating CACFP, and two more reviews for a total of three reviews. At least two of the three reviews must be unannounced. At least one unannounced review must include a meal observation. No more than six months may elapse between reviews.

<table>
<thead>
<tr>
<th>TYPE OF SITE</th>
<th>TYPE OF STATUS</th>
<th>TYPE OF PREPARATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child Care</td>
<td>Not-For-Profit</td>
<td>On-Site</td>
</tr>
<tr>
<td>Center</td>
<td>Tax-Exempt</td>
<td>School Agreement</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Central Kitchen</td>
</tr>
<tr>
<td></td>
<td>For-Profit</td>
<td>Food Vendor Contract</td>
</tr>
</tbody>
</table>

1. Does a food service employee have a certificate in food service sanitation when meals are prepared on site?

   Name: ___________________________  Expiration Date: __________

2. When was the last health inspection conducted?  Date: ___________________________

   Were problems resolved?

3. Is all equipment clean and in working order?

4. Is equipment adequate to prepare, store, and serve the necessary number of meals?

5. Have recordkeeping requirements been explained to and discussed with center personnel?

   - Household Income Eligibility Applications (Not applicable if At-Risk After-School Program or homeless shelter)
   - Enrollment Forms (Not applicable if unlicensed Outside School Hours Program, At-Risk After-School Program, or emergency shelter)
   - Meal Participation Records
   - Menus for Children and Infants (if applicable)
   - Infant Formula Waiver Notification (if applicable)
   - Meal Pattern Requirements and Portion Sizes
   - Food Service Expense Records

6. Will menus be developed to meet meal pattern requirements?

7. Is center staff willing and capable of maintaining the required daily records?

8. Training Requirements—Has mandatory training on CACFP requirements been conducted for all key staff at the facility with CACFP responsibilities?

**Findings:**

**Corrective Action:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Signature of Monitor</th>
<th>Date</th>
<th>Signature of Director</th>
</tr>
</thead>
</table>

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