
Subject: CACFP Monitoring
Source: Performance Standards

Site Monitors:

1. Reviews of food service operations at each Early Head Start center will be completed by the Nutrition Manager at least three times per year. One review must be made in the center's first six weeks of operation and no more than three months may lapse between each review.
2. Reviews will maintain compliance with meal pattern, record keeping and other CACFP requirements. Reviews will also maintain compliance with Head Start Performance Standards detailed in 1304.23 (a-e).
3. Any corrective actions required will be detailed on the site monitor form. It is the responsibility of the Nutrition Manager in conjunction with the Site Manager to ensure that all required corrective actions are completed. The site monitor forms will be filed and maintained for a period of three years.

Pre-Approval Visits:

1. Pre-approval visits will be made to new centers before they are opened to maintain compliance with CACFP regulations.
2. Initial CACFP training of staff in new centers is the responsibility of the Nutrition Manager.

Monthly Paperwork Monitors:

1. Menu planning sheets completed by food service personnel in centers, food receipts and Daily Vendor Receipts will be reviewed quarterly by the Nutrition Manager.
2. Any suggestions/problems are detailed on the in-house referral form or in an e-mail. Food service personnel receive a copy of the form. The original form is placed with each site's paperwork and filed. These files and e-mails are to be maintained for three years.
3. Receipts from purchases made by food service personnel for the CACFP are also reviewed by the Fiscal office. Any problems in reconciliation of monies spent are addressed directly with food service personnel. The Site Manager or Nutrition Manager are also notified of any problems.

Program Review:

1. A review of the CACFP as operated by North Texas Parent & Child Development, Inc Early Head Start will be completed by the Texas Department of Health & Human Services Special Nutrition Programs Department every three years. This review is a detailed assessment of compliance with all CACFP regulations.