

UNANNOUNCED VISITS  
IN  
THE CHILD AND ADULT CARE FOOD PROGRAM (CACFP)

**PURPOSE:** To establish guidelines concerning the use of unannounced monitoring visits to child and adult care facilities (centers and family day care homes) in the CACFP.

**SCOPE:** Sponsoring organizations participating in the Child and Adult Care Food Program.

**DESCRIPTION:** Per policy instruction 95-07 all monitor reviews must be unannounced. This policy conforms to recommendations by the USDA Office of Inspector General (OIG). A sponsor that wishes to conduct on-site training may schedule an *additional* announced visit for such purposes, if the training cannot be conducted during an unannounced visit.

Sponsors should make unannounced visits during approved meal service times. Sponsoring organizations should institute policies which require the facility to notify the sponsor when planning to provide care or a meal service away from their site (e.g., a field trip). In addition, the policy should indicate that the sponsor will disallow meals served away from the site on the day of a review when the facility failed to give notice of their intent to provide a meal service out of the home. A family day care provider's unexplained absence may indicate a potentially serious accountability problem which the sponsor needs to address.

Facilities should be aware of the following:

- All monitor visits by the sponsoring organization and the State agency will be unannounced.
- Unannounced visits will only be made during the facility's normal operating hours.
- Unannounced visits will be made during the facility's approved meal service times.
- Monitors of all sponsoring organization and the State agency should have photo identification.
- For facilities that claim meals on Saturday, Sunday, and/or holidays, the sponsoring organization **MUST** do an onsite monitor review **OR** conduct a household contact to verify the children's attendance at meals claimed on these days. This must be done at least one time per fiscal year.

- For facilities that claim supper and/or night snacks, the sponsoring organization **MUST** do an onsite monitor review OR conduct a household contact to verify the children's attendance at these meal services. This must be done at least one time per fiscal year.
- Monitor reviews will be conducted for a different meal each time unless a facility is claiming less than two (2) meals.
- Monitor reviews **SHOULD NOT BE** conducted at any routine time of the month, day, or year.
- In order for a monitor review to be allowed as one of the three (3) required per year, the mandatory monitor review form's applicable questions **MUST** be completed along with a signature and date by the facility and the reviewer.
- Family day care providers must record meals by the end of the day the meals are served.
- Facilities are required to keep records of enrollment, attendance, meal participation, and menus, and such records must be accessible at the site during the review.

Sponsored facilities (homes and centers) should be aware of the following:

- Monitor visits by the sponsoring organization and the State agency may be unannounced.
- Unannounced visits will only be made during the site's normal operating hours.
- Monitors of all sponsoring organization and the State agency should have photo identification.
- Centers are required to take point of service meal counts, meaning that unrecorded meals prior to the time of review will not be reimbursed.
- Facilities are required to keep records of enrollment, attendance, meal participation, menus, program expenses, and applications for free and reduced-price meals, and such records must be accessible on-site during a review.

The State agency may conduct unannounced visits to institutions participating on the CACFP, particularly when there is reason to believe that the institution is having difficulty managing the Program, or is involved in Program irregularities.

The State agency will conduct unannounced site visits as part of their review of a sponsoring organization.

SOURCE:

FY 99 Child and Adult Care Food Program Policy Memorandum #15. Indiana Department of Education, Division of School and Community Nutrition Programs, Original IDOE Policy 95-07. CACFP Memorandum #02-2006