

List of Documents and items to Prepare for In-Person Monitoring Visits

Please use this list to help you prepare for our in-person monitoring visits. We strongly suggest you go over this list MONTHLY, which will assist you to prepare for the upcoming in-person monitoring visits at any time.

- Copy of Enrollments and Meal Benefit Forms (MBF) for all children present. Please have your copy readily available for review by our staff.
- All children present in your daycare center must have a food program enrollment or a declining form on file to show you introduced the food program prior to 1st day of care. This is part of our Civil Rights Regulation and enrollment forms show proof that the food program was introduced to the child.
- Are you following the meal service times you have scheduled with our agency? It is important to serve your meals according to schedule, as those are the times our monitors may arrive to monitor your meal services. Should you need to make any changes to your meal service times, please notify us in advance to receive approval.
- Are you in compliance with your license capacity? Please visit Community Care Licensing Department (CCLD)'s website for more information including children ratio and staff ratio.
- Do you have appropriate documents posted on parent boards or prominent places where parents can see? (i.e. WIC fact sheet, And Justice For all Poster, Meal Production Records, Building a Better Future Flyer etc.)
- Are the CACFP Meal Pattern Charts posted in your kitchen? Here are the links to the **current Meal Pattern Charts**:

[http://www.evergreencacfp.org/uploads/1654893757cacfp-child-meal-pattern-\(2022\).pdf](http://www.evergreencacfp.org/uploads/1654893757cacfp-child-meal-pattern-(2022).pdf)
[http://www.evergreencacfp.org/uploads/1654893793cacfp-infant-meal-pattern-\(2022\).pdf](http://www.evergreencacfp.org/uploads/1654893793cacfp-infant-meal-pattern-(2022).pdf)
- Did you preplan your menus in advance on MMCX/KidKare? All centers are required to preplan menus in advance on MMCX/KidKare. We highly recommend that you preplan your menus weekly or monthly. Also, we recommend that you do not have identical menus within the same week. As part of the food program, we want you to offer variety to gain more nutritional value in different fruits and vegetables.
- For Infant Center: Do you have your infant menus for each infant readily available to see? All Infants must have an individual infant menu recorded in advanced.
- All labels for the food items listed on your menus for the day of visit, plus 4 previous claiming days, will be requested. Please ensure that you save all your food labels that is currently in use, to allow our monitors to review them and ensure that the foods served meet CACFP requirements. Centers must save packages showing the products front label, list of ingredients, and nutrition facts label for ALL commercially

prepared items which include and not limited to: All grain/bread items, yogurt, juices, tofu (if offered), and processed meat items (such as lunch meat, hot dogs, chicken nuggets, corn dogs etc.).

Reminder: If you store food, such as grain components, in plastic containers, make sure to save the packaging for staff to review during monitoring visits. You can store the **actual** packaging in a box or folder. Images from online are not acceptable.

- Do you have copies of food receipts for all food purchases for the food program?
- Do you have copies of Standardize Recipes for all menu items that require more than 1 ingredient for the current year? All centers are required to have Standardize Recipes on file for the current year.
- Do you have the age-appropriate milks? Whole milk for your 1-year-olds and 1% or non-fat milk for children 2 and over. Please be prepared to present the milk carton(s) to confirm the milk fat % and the expiration date.
- If you have children who cannot drink dairy milk, do you have a copy of the Evergreen's Milk Substitution Form that you submitted to our agency?
- Signed Medical Statement for children with food allergies, do you have a copy of Evergreen's Medical Statement Form that you submitted to our agency?
- Are you recording your meal attendance daily at point of service? This is either using MMCX/KidKare attendance sheets or entering it on MMCX/KidKare at point of service. Ensure meals are saved onto MMCX/KidKare at point of service or if you record your meal attendance on MMCX attendance sheets please ensure it is saved onto MMCX/KidKare before 10pm.
- Are you calling out **in advance** when not claiming a meal or closed for the day?
- Did you review your Claim Summary and Error Report for the previous claim month? By doing so, you'll know how many meals claimed have been processed and disallowed.
- Proof of payment for daycare license renewal fee (not applicable if you were recently licensed). Please ensure to email us your proof annually and keep a copy for your records.
- For school age children, are you reporting **NO SCHOOL** on the child calendar when the children are not attending school? (I.e. Summer vacation, Spring break, Winter break) Ensure to do this before submitting your claim at the end of the month.
- For technical issues with KidKare, are you notifying our agency on the same day prior to 10PM?
- Do you have water available at all times? Ensure to show how you make water available for all children (i.e. water bottles, water dispenser, water in the pitcher with cups, etc.)
- Safety and Sanitation: Ensure to show our staff the area where you feed the children.