

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 upcoming in-person monitoring visits at any time.

- Copy of Enrollment Renewal Report (if applicable). This report is generated annually in September to renew the children's enrollment in the food program. Please have your copy readily available for review by our staff.
- Enrollment copies for new children (that are not on the renewal report). Please have your copies readily available.
- All children present in your daycare 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.
- 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 KidKare? (At least 2 hours prior to the meal service). We recommend you plan your menus on KidKare the night before or do cycle menus (weekly or monthly). We also highly suggest 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.
- 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. Providers 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 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 on KidKare daily before 10PM?
- Are you checking that your meal attendance saved? After recording the meal attendance on KidKare for the day, on the side tool bar select CALENDAR> SELECT ONLY ONE CALENDAR, IN THIS CASE SELECT THE **MEAL** CALENDAR. In the meal calendar you will see the initials for the meals where you successfully saved the meal attendance.
- 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. To access this report on your KidKare account do the following: Click on Food Program > View Claims > Print Claim Summary Report.
- 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. To do so click on Calendar on the side tool bar> On the top section, select the child calendar> Then click on the drop down menu to select the name of the child you wish to access > Drag the **NO SCHOOL OR SICK** box to the applicable dates in which the child did not attend school.
- 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.

Thank you for going over the list. We look forward to seeing you all in person.