

Monitoring Protocol: Meal Monitoring

The Child and Adult Care Food Program (CACFP) is a federally-funded program that provides payments for eligible meals served by participating sites and centers who meet minimum guidelines set by the U.S. Department of Agriculture (USDA). Serving nutritious meals helps improve and maintain the health and nutritional status of students in an early learning environment and can help them develop and maintain good eating habits.

What are you monitoring?	Meal monitoring is conducted to ensure quality and compliant meals are served to students, that sites are operating safely, effectively, and efficiently, and to ensure compliance with all civil rights requirements. Additionally, PSESD must maintain documentation of technical assistance activities, including monitoring conducted, corrective actions prescribed, and follow-up efforts.
Who is responsible?	<p>HNS Coaches are responsible for the following:</p> <ul style="list-style-type: none"> • Preparation and completion of all meal monitoring for assigned sites; • Determining whether program operations are in compliance with PSESD policies and procedures, USDA CACFP guidelines, and quality practices; • Providing training, technical assistance, coaching and/or corrective action as needed; • Conducting follow-up to determine if corrective action has been fully implemented and/or additional assistance is needed; and • Sharing trends internally to highlight strengths and determine professional learning needs.
How will you plan for the monitoring?	<p>HNS Coaches will complete the following during the planning process:</p> <ul style="list-style-type: none"> • Confirm assigned sites and centers that require USDA monitoring; • Notify sites of the monitoring procedure and the timeframe in which unannounced visits will occur using approved template. Coaches will want to confirm the sites' no-contact and closure dates and meal times; • Review monitoring forms and instructions; and • Review prior monitoring reports and documentation, if applicable. <p>In addition to review of forms and program guidance resources, it might be helpful to have additional materials/tools when conducting a review. These could include the following items:</p> <ul style="list-style-type: none"> • "And Justice for All" posters • Building for the Future flyers • Thermometers for food safety • Additional supplies as needed
How will the data be collected?	<p>Onsite and desk review of sites' and centers' operations and records allows PSESD to evaluate program integrity. Monitoring must assess compliance with the requirements related to:</p> <ul style="list-style-type: none"> • Recordkeeping (enrollment forms, attendance records, and menus); • Meal counts; • Administrative costs (for centers reimbursed on actual costs); • Observation of a meal service; and • All other program requirements.

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<p>Who collects (enters) the data?</p>	<p>HNS Coaches are responsible for data collection and documentation. The date and specific meal monitored must be entered on the designated spreadsheet. All monitoring results must be entered in ChildPlus.</p>
<p>How often will you collect the data?</p>	<p>PSESD is required to review each of our contracted facilities three times every year following the guidelines described below:</p> <ul style="list-style-type: none"> • At least two of the three reviews must be unannounced. • At least one review must be made during each new facility's first four weeks of program operations. <ul style="list-style-type: none"> ○ The first review requirement also applies to a facility that changes sponsors or to a facility that re-enters CACFP after a break in participation. • The amount of time between reviews may not exceed six months. • The timing of unannounced reviews must be varied in a way that would ensure they are unpredictable to the site. • All contracted meal types must be reviewed. <p>Below is a breakdown of the determined monitoring schedule:</p> <ul style="list-style-type: none"> • Unannounced Visit 1: October to December • Unannounced Visit 2: January to March • Unannounced Visit 3: April to June <p>For sites that are not under PSESD's contract, an annual monitoring must occur.</p>
<p>What documents and/or activities will be monitored?</p>	<p>HNS Coaches must:</p> <ul style="list-style-type: none"> • Determine whether a center has corrected problems noted on prior reviews; • Include a reconciliation of the center's meal counts with enrollment and attendance records for a five-day period; and • Include an assessment of the center's compliance with program requirements related to: <ul style="list-style-type: none"> ○ The meal pattern; ○ Licensing or approval; ○ Attendance at annual training; ○ Meal counts; ○ Menu and meal records; ○ Reconciliation; ○ Special dietary accommodations forms; and ○ Posting of required documents and posters (And Justice for All, Building for the Future Notice, Special Diet List, etc.)
<p>What will be learned from these documents and/or activities?</p>	<p>Effective monitoring of sites and centers ensures they comply with program guidelines and confirms their viability, accountability, and capability in operating the CACFP. Monitoring also ensures that the appropriate records are available to justify reimbursement for meals served to students.</p>
<p>How is the ongoing monitoring data aggregated and analyzed?</p>	<p>HNS Coaches will work with their team managers to analyze the data for the sites they support. The data will then be aggregated and analyzed at the program level and shared department-wide.</p>

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<p>How are the results shared?</p>	<p>HNS Coaches will share the monitoring results in the following ways:</p> <ul style="list-style-type: none"> • With site leadership and appropriate staff within 5 business days of the completing the monitoring, unless an urgent safety issue is observed; • With HNS Content Area at time designated by the Program Manager; and • With their team at the next scheduled team meeting.
<p>What is the plan for responding to issues and making course corrections?</p>	<p>HNS Coaches will complete the following once monitoring is complete:</p> <ul style="list-style-type: none"> • Debrief with site leadership and staff after monitoring is completed to review strengths, concerns, and areas for improvement; • Determines whether technical assistance, coaching, or corrective action is needed based on the information noted below; • Provide ongoing follow-up and/or closeout corrective action as appropriate. <p>CAPs should be issued if non-compliant with the following (based on current monitoring form) and sent to Center Director via the CAP Template:</p> <ul style="list-style-type: none"> - CACFP Performance Standards <ul style="list-style-type: none"> ○ #1. Creditable components ○ #2. Meal pattern met ○ #8. Child takes full portion or is offered 2x ○ #9. Meal attendance taken at the table ○ #10. Meal attendance/count records ○ #15/16. Special dietary accommodations <p>If determined that a meal must be disallowed for the entire class or any individual child, the HNS Coach will note it on the class Attendance/Meal Count Report and it will also be recorded in an email and sent to Program Manager and USDA Data Technician.</p> <p>All remaining monitoring items that are observed non-compliant or not up-to standards require technical assistance and/or follow-up.</p>