



Sample Unannounced Review Policy

RE: CACFP Site Monitoring – Unannounced Reviews

Attention All Staff,

The sponsoring organization, the Arizona Department of Education (ADE), the United States Department of Agriculture (USDA), and other State and Federal officials have the right to make announced or unannounced reviews during normal business hours. Anyone making such reviews must show a photo ID that demonstrates that they are employees of one of these agencies.

ADE is required to conduct a percentage of unannounced reviews. Federal regulations do not require advance notification. The Sponsor, _____, is required to conduct at least three visits every year at each site, with not more than six months elapsing between monitoring visits. At least two of the three visits must be unannounced and one of the unannounced visits must include a meal observation. It is best practice to observe a meal during each review. CACFP's Monitor Evaluation Form must be used.

As a reminder, please retain the following additional items onsite in your CACFP files:

Current FY completed income affidavits	Production Worksheets
Attendance Records - Claiming Rosters & Sign In/Out Sheets	Detailed job descriptions for employees with CACFP duties
Title XX attendance/billing records	Policies for collection/maintenance of CACFP records
Food Service Cost Reports (starting with 1st claim month)	Annual Civil Rights Training Records
Monthly Expense Worksheet (starting with 1st claim month)	Procedures for Complaints of Discrimination
Time Distribution Reports	Administrative Review Procedures
Point of Service Meal Count Sheets	Computer Generated Meal Count Reports
Meal Count Summary Sheets	Monitoring Records, 5-day reconciliations
Daily Meal Production Record for Infants	Training Records for Annual CACFP Staff Training
Infant Feeding Preference Form	Policies on block claiming and household parental contacts
Menus - CN labels, product analysis, medical statements	Permanent Agreement signed by ADE

Thank you,