

INSTITUTION:
Contract #:
SITE:
Address:
Monitoring Review

Date Scheduled:	Unannounced :	YES	NO
Date Completed:	Observed Meal	YES	NO
	Meal Observed	Breakfast AM Snack Lunch	PM Snack Supper
Person Conducting Monitoring:	Name:	_____	
	Title:	_____	

This form is completed at each sponsored site during the first 4 weeks of the provider participation each contact year. No more than 6 months will elapse between the completion of each of the 3 required visits. Two of the 3 required visits MUST be unannounced. At least one unannounced visit must include observation of a meal service.

Follow-up reviews are performed when necessary and in a timely manner.

If deficiencies were identified during the last review, answer the following questions before you start the current review.

Previous Deficiency (complete only if applicable)

Question	Yes	No	N/A	Comments
What were your previous deficiencies? List them in the comments section.				
If Corrective Action Plans (CAP) were necessary, were they submitted to the sponsor in a timely manner?				
Did the CAP reflect appropriate actions to correct the identified deficiency?				
Have previously noted deficiencies reoccurred?				

Meal Pattern

Question	Yes	No	N/A	Comments
Is the ACFP Meal Pattern being followed on the day of the review?				
Is the Meal Service Review Form completed and attached to this review?				
Are State Agency approved menus on file?				

Licensing

Question	Yes	No	N/A	Comments
Does the Facility have a current AHCA license? (indicate expiration date in comment section)				
Does the Facility have a current contract? (indicate agency and expiration date in comment section)				

Training

Question	Yes	No	N/A	Comments
Are the records of training session date(s) and location(s), as well as topics presented, and names of participants on file?				
Are the documented records of attendance at required annual training on file for each member with monitoring responsibilities?				
Did facility staff participate in current fiscal year ACFP training?				
Did facility staff participate in current fiscal year Civil Rights training?				

Meal Count

Question	Yes	No	N/A	Comments
Were the point of service meal counts recorded at the time of meal service for each meal?				
Do the daily point of service meal counts only include ACFP eligible clients?				
Is the information on the point of service accurate and does it support the claim?				

Menu and Meal Records

Question	Yes	No	N/A	Comments
Are dated menus posted in full view of all participants?				
Are delivery slips for contracted meal services maintained with monthly records?				
Record the number enrolled by eligibility category on the day of the review.				Free: _____ Reduced: _____ Paid: _____ TOTAL: _____

Civil Rights

Question	Yes	No	N/A	Comments
Is the "Justice for All" poster displayed in view of all participants?				
Does the center offer all ACFP participants the same meal at no separate charge, regardless of race, color, national origin, sex, age, or disability?				
Is the ethnic and racial data collected for enrolled adults in attendance on the day of the review, and is it recorded on the Ethnic and Race Form?				

Meal Benefit Income Eligibility Forms

Question	Yes	No	N/A	Comments
Income Eligibility Forms are accurately completed?				
Income Eligibility Forms were signed and dated by the participant within the last 365 days, plus end of month?				
Income Eligibility Forms are approved, signed, and dated by the provider determining official?				

Enrollment Roster

Question	Yes	No	N/A	Comments
Has all information from the Income Eligibility Forms been transferred correctly to the Enrollment Roster?				
Have participants with a change in eligibility category been revised correctly on the Enrollment Roster?				
Have discharged participants been revised correctly on the Enrollment Roster with a withdrawn date noted on the Income Eligibility Form?				
Were enrollment forms updated annually?				

Reconciliation of Meals Count

Question	Yes	No	N/A	Comments
Was the Five-Day reconciliation completed properly?				
Were the results of the Five-Day reconciliation comparison of enrollment and attendance to meal counts determined to be accurate?				
Was there a discrepancy that the reviewer could not reconcile?				
Is the Five-Day Reconciliation Form attached?				

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Meal Service Review Form

Date Scheduled:	Unannounced : YES NO
Date Completed:	Time: _____
Meal Observed	Breakfast PM Snack AM Snack Supper Lunch

	Posted / Approved Menu	Actual Meal Observed	Portion Size	Temperature
Meat / Alternate				
Vegetable				
Fruit / Vegetable				
Grain 1				
Grain 2				
Milk				
Other				

Questions:	YES	NO
Was the Point of Service Meal Count taken?		
Did the meal reviewed meet or exceed ACFP Meal Pattern Requirements?		
Were portion sizes available and served?		
Was the <i>Offer vs. Serve</i> option used?		
What was the number of reimbursable meals recorded by the reviewer?	_____	

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Civil Rights Compliance Form

Ethnicity	
	Total Count
Hispanic or Latino	
Non-Hispanic or Latino	

Race	
	Total Count
American Indian or Alaskan Native	
Asian	
Black or African American	
Native Hawaiian / Other Pacific Islander	
White	

FNS Instruction 113-1 defines the racial categories as follows:

- * American Indian or Alaska Native: A person having origins in any of the original peoples of North and South America, (including Central America), and who maintains tribal affiliation or community recognition
- * Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- * Black or African American: A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" can be used in addition to "Black or African American."
- * Native Hawaiian or Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- * White: A person having origins in any of the original peoples of Europe, the Middle East, or North Africa

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5 Day Meal Reconciliation of Meal Counts

As part of every review of a sponsored center the monitor must reconcile and ensure consistency of the three critical elements – enrollment, attendance, and meal counts – for a five-day period.

* Select 5 consecutive operating days during the current and/or prior claiming period.

* Enter ACFP enrollment numbers and ACFP attendance numbers for each day into the worksheet

* Enter meal counts for all ACFP meals claimed on the 5 days selected into worksheet

Only ACFP enrolled participants should be used in the Five-Day Reconciliation of Meal Counts.

Date	Enrollment	Attendance	Breakfast	AM Snack	Lunch	PM Snack	Supper	EV Snack
Day 1								
Day 2								
Day 3								
Day 4								
Day 5								

The monitor will determine the number of ACFP participants in care during each meal service and attempt to reconcile those numbers to the number of meals recorded in the facility's meal count for that day.

Question	YES	NO
1) Do meal counts for the five consecutive days reviewed exceed the documented enrollment or attendance for those days?		
2) If yes, does the center have a reasonable explanation? (detail below)		
3) Are there meals that should be disallowed in the current month?		
4) Are there meals that are over the claim from the previous month?		
5) Is a corrective action required?		

Explanations and Comments: