

INSTITUTION:

Contract #:

SITE:

### 1st Monitoring Review

Date Scheduled:

Date Completed:

Prior Findings

Findings

Findings Corrected

### 2nd Monitoring Review

Date Scheduled:

Date Completed:

Prior Findings

Findings

Findings Corrected

### 3rd Monitoring Review

Date Scheduled:

Date Completed:

Prior Findings

Findings

Findings Corrected

**IMPORTANT INFORMATION:**

Sponsoring organizations must review each facility **three (03) times** each Fiscal Year.  
At least two of the three reviews must be unannounced;  
At least one unannounced review must include observation of a meal service;  
At least one review must be made during each new facility's first four weeks of Program operations; and  
Not more than six months may elapse between reviews.

This Sponsor Monitoring Tracking must be completed and submitted with your annual ACFP Application Renewal.