Sponsoring Organization:	Year:	LEA#:

CACFP Form #305

Planned Monitoring Schedule

VT Department of Education
Child Nutrition Programs
Child & Adult Care Food Program

Sponsors are responsible for monitoring food service operations at each site or program to assure that they are being operated according to regulations and guidelines. Regulations require three monitoring reviews at each site each year, with the first review to be conducted during the first six weeks of program operation. Two of the three reviews must be unannounced, and one of the unannounced visits must include a meal observation. Regulations also require that no more than 6 months elapse between reviews. Forms provided by the State Agency must be completed and used as documentation of the reviews.

Instructions: List each site sponsored. Indicate planned review dates in each trimester for each site. For the reviews that will include observation of a meal service, record meal type to be observed. Indicate which reviews will be unannounced. Once the review is completed, enter the actual review date and information on the review log form. The State Agency will compare the proposed schedule to the review log, and review all completed monitoring visit forms (review forms) during an administrative review.

Site	**First Review Date** (within first four weeks of operation)	**Meal Observation** Indicate type B, AM, L, PM, S, Eve	Unannounced ↘	**Second Review Date**	**Meal Observation** Indicate type B, AM, L, PM, S, Eve	Unannounced ↘	**Third Review Date**	**Meal Observation** Indicate type B, AM, L, PM, S, Eve	Unannounced ↘