CACFP Form #305

Monitoring Review Log

Child Nutrition Programs
Child & Adult Care Food Program

Sponsoring Organization:	Year:	LEA#:

Instructions: List each site sponsored. Record the date each review was conducted for each trimester. Record the meal type observed. Indicate if the review was announced or unannounced. Indicate in there were any findings. 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	Meal Type observed	Unannounced/ Announced	Findings	Second Review Date	Meal Type observed	Unannounced/ Announced	Findings	Third Review Date	Meal Type observed	Unannounced/ Announced	Findings

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