

# *OSPI CNS Child and Adult Care Food Program (CACFP) Reference Sheet*

## Conducting Off-Site Monitoring Visits for 2022

The U.S. Department of Agriculture (USDA) [COVID-19: Child Nutrition Response #96](#)- Nationwide Waiver of Onsite Monitoring Requirements for Sponsors in the Child and Adult Food Care Program-EXTENSION allows sponsoring organizations to complete CACFP monitoring requirements off-site. This waiver remains in effect until 30 days after the end of the public health emergency has ended.

Sponsoring organizations must receive approval by OSPI to use the Nationwide Monitoring Waiver. For more details, please refer to the [Utilizing Monitoring Requirement Waivers for CACFP Sponsors Reference Sheet](#).

## Requirements

When conducting off-site monitoring visits all components that would be reviewed on-site must be reviewed to the best of your ability off-site. Video chat, dated photos, and transfer of documentation via email or fax may be sufficient means to collect required information.

### 1. Planning the Off-Site Monitoring Visits

#### a. Use a Calendar or Chart to Make Plans

- ✓ Name of the site
- ✓ Date(s) for the visit(s)
- ✓ Which meal type for observation
- ✓ Indicate type of visit (announced or unannounced)
- ✓ Ensure that the visits are conducted with the required timeframe of no more than 6 months between visits

#### b. Develop a Checklist of Required Paperwork

Staff must not know about the visit prior to the call for an Unannounced Visit.

Checklist items may include but are not limited to (photos and/or videos):

- ✓ E/IEAs or Enrollment Forms
- ✓ Attendance Records
- ✓ Menu Records
- ✓ Meal Counts – Children/Infants
- ✓ Required staff training documentation
- ✓ Current License
- ✓ Health department permit
- ✓ The “And Justice for All” Poster
- ✓ Childcare license



- ✓ Health permits (if applicable)
- ✓ The kitchen and food prep area
- ✓ Food Handler Cards
- ✓ Fluid Milk Substitution, Request for Dietary Accommodations or State Recognized Doctor Notes needed to conduct the off-site visit to email to the site

#### c. Contact the Person in Charge of the Site

- ✓ Inform site contact that you will be conducting the monitoring visit off site
- ✓ Mention the visit may take more time to complete than an onsite review
- ✓ Communicate that required paperwork for your visit will be requested
- ✓ This may include photos and/or videos of specific items
- ✓ Send the required documentation checklist
- ✓ Set a timeline for submission of required paperwork submission (photos and/or videos)
- ✓ Provide a specific timeframe for the visit
- ✓ Discuss the type of technology to be used for the meal observations
  - Follow Federal and State laws as well as local policies relating to technology use and privacy.

## 2. Conducting the Off-Site Monitoring Visits

- a. Discuss expectations of the visit
- b. Review submitted documentation from the checklist
- c. Set a timeline for submission of requested but not submitted paperwork (photos and/or videos)
- d. Observe the meal via video chat or with photos
  - ✓ Photos must be time stamped and adequately capture all necessary information that you would be able to catch in a "live" meal observation (example: compliance with meal pattern, menus, attendance, meal counts).

## 3. Completing the Off-Site Monitoring Visit

When the Off-Site Monitoring Visit has been completed, contact the Person in Charge of the site to schedule a day and time to review the Monitoring visit via the phone or via videoconferencing.

- a. Schedule a day and time to review the monitoring visit
- b. Email the complete Site Review Form to the site contact
- c. Discuss review findings or concerns from the monitoring visit
  - ✓ Provide technical assistance or corrective action
- d. Request a signature on the monitoring form, have them email to you
- e. Monitor must sign the form
- f. Send a copy of the signed form to the Person in Charge for their records
- g. Follow up with site for correction action or technical assistance as needed.

## References

- [COVID-19: Child Nutrition Response #96 - Nationwide Waiver of Onsite Monitoring Requirements for Sponsors in the Child and Adult Care Food Program- EXTENSION -](#)
- [Family First Coronavirus Response Act of 2020](#)
- [Nationwide Waivers of Child Nutrition Monitoring Webpage](#)
- [OSPI Nutrition and Meal Guidance Webpage](#)
- [Utilizing Waivers of Monitoring Requirements for Sponsors in the CACFP](#)

## Resources

- [OSPI CACFP Webpages](#)
- [OSPI COVID-19 Nutrition and Meals Guidance Webpage](#)

## Acronym Reference

- CNS- Child Nutrition Services
- CACFP- Child and Adult Care Food Program
- OSPI- Office of Superintendent of Public Instruction
- USDA- United States Department of Agriculture