



Key Components to a Successful CACFP Virtual Review Visit

According to Nationwide Waiver- [Child Nutrition Response #96](#)

USDA/FNS waives, for all CACFP sponsoring organizations, that CACFP monitoring requirements included at 226.16(d)(4)(iii) be conducted onsite. Therefore, all site review visits will be conducted virtually until further notice.

USDA regulations require CACFP Sponsors (Catalyst Community) to conduct three (3) site review visits per year with Day Care Home Providers between October and September. Two of the three visits must be unannounced (7 CFR 226.16(d)(iii)).

How CACFP Virtual Review Visits are Conducted

Unannounced: Your Monitor will contact you by email, text or phone call the week before your unannounced visit to let you know which meal or snack she will be reviewing in the upcoming week and how you will be contacted. We will be using either FaceTime, What's App, Google Duo or Zoom. Please have your cell phone with you at the agreed upon time/meal EACH DAY of the review week so you do not miss the call for your review visit.

Announced: Your monitor will contact you ahead of time to set an agreed upon date, time and meal for your announced review visit.

IMPORTANT: You **must** contact us ahead of time for any planned and unplanned closures during mealtimes to remain in compliance with USDA regulations (7 CFR 226.16(l)(2)(ix)).

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- Check that your mealtimes in KidKare are accurate- let us know ahead of time if you change your mealtimes or the type of meals you claim.
- Please put [your Monitor's cell phone number](#) in your phone so you know when she is calling you.
- In the unexpected event that you are not able to be present-have a backup number on file that we can use to conduct the visit with your assistant. Be sure your assistant is thoroughly trained on how a CACFP visit is conducted.
- Please have children seated at the table so we can get an accurate attendance count.
- Please have ALL food components of the meal/snack available to see
- Be prepared to show food labels if asked, so we can verify if the food item is reimbursable (ie, breakfast cereal, yogurt, chicken nuggets, etc.)
- At meals, we will be checking milk label(s): whole milk for one year olds and 0-1% for two and older. If children have a "Parent Request for Non-Dairy Milk Substitute Form" on file, we will check the brand/label to see that the milk substitute is nutritionally equivalent to cow's milk.
- If serving infants (0-11months) please be prepared to show that the infant formula is iron fortified.
- Please have the USDA [Child and Infant Meal Pattern](#) posted near where food is prepared and serve the minimum serving sizes listed by age group.
- After the review, sign and return your Review Report to your Monitor (with any other required paperwork) so we can close out and complete your virtual review and stay in compliance with program regulations. See [How to Sign Your Review Report Electronically](#).