



Georgia Department of Early Care and Learning

BRIGHT FROM THE START: Georgia Department of Early Care and Learning

Nutrition Services

POLICY	No.: CACFP/00-6	Effective Date:	10/1/1999
		Revised:	2/1/2005
		Revision Effective:	2/1/2005

SUBJECT: Unannounced Visits by Child and Adult Care Food Program Sponsors

LEGAL AUTHORITY: Section 243(b) (2) of Public Law 106-224, USDA Policy Memorandum 226.06.22, O.C.G.A § 20-1A-5

Cross Reference/See Also:

I. PURPOSE

The purpose of this policy is to define the policy for the use of unannounced monitoring visits by sponsoring organizations.

II. APPLIES TO

This policy applies to all sponsoring organizations and sponsored facilities that have program agreements with sponsoring organizations.

III. DEFINITION(S)

"Facility" means a sponsored center or a family day care home.

"Sponsor" or "Sponsoring organization" means a public or private non-profit organization that is responsible for administering the food program for one or more child and adult care facilities.

IV. POLICY

Section 243 (b) (2) of Public Law 106-224 requires sponsoring organizations to conduct periodic unannounced monitoring visits for child and adult care facilities in the Child and Adult Care Food Program (CACFP). USDA Policy Memorandum 226.06.22 authorizes Bright from the Start: Georgia Department of Early Care and Learning (DECAL) to set policy regarding unannounced monitoring visits for child and adult care facilities in the Child and Adult Care Food Program

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(CACFP). Effective October 1, 2002, DECAL requires that a sponsoring organization must conduct at least two unannounced visits per year to their sponsored facilities.

V. PROCEDURE(S)

In recognition of the unique nature of providing day care (especially in one's private residence) and in order to protect the privacy of program operators and the children and adults in care, the following procedures need to be used when a sponsoring organization makes an unannounced visit:

- 1) In order to provide sponsored facilities with formal notice of this monitoring procedure, sponsor agreements should specify that unannounced visits may be made at any time during the facility's normal hours of operation, and that meal disallowances may be taken when providers fail to notify their sponsoring organization that they will be away from home during a meal service.
- 2) Unannounced visits should only be made during the facility's normal operating hours (if shift care is provided, an unannounced visit can be made during any shift); and
- 3) Monitors should have and show photo identification which proves them to be employees of the sponsoring organization making the unannounced visit.

VI. COMMENT(S)

Any questions regarding this policy should be directed to the Policy Coordinator at (404) 651-7181.