South Carolina Department of Social Services
Family Nutrition Programs
Child and Adult Care Food Program (CACFP)

MONITORING SCHEDULE

Agreement No.: _____ Institution: _____

Program Requirement: Institution must use DSS Form 3346, Monitor Review Form-Centers, to monitor.

1. Each child care center, adult day care center and outside-school-hours center must be monitored a minimum of 3 times per contract year with no more than 6 months between visits.
2. New centers must be monitored within the first four weeks of program operations. At least two of the three visits must be unannounced. At least one unannounced review must include observation of a meal service.

Name of Center	Proposed Monitoring Dates (Month/Year) (Identify which visits will be unannounced)			
	Date of Last Monitoring Visit Scheduled for Current Program Year	Visit 1	Visit 2	Visit 3