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.