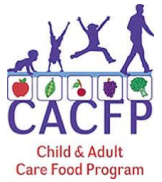




Department of Health and Human Services
 Division of Public Health
 Child and Adult Care Food Program
2021 ANNUAL MONITORING PLAN
For Sponsoring Organizations



Institution Name _____ **Agreement Number** _____

Per 7 CFR §226.16(d)4(iii), Sponsoring Organizations must monitor each facility three times each year as follows:

1. At least two of the three monitoring reviews must be unannounced
2. At least one unannounced monitoring review must include observation of a meal service
3. Not more than six months may elapse between monitoring reviews
4. Averaging of monitoring reviews can be used, see 7 CFR §226.16(d)4(iv) for guidance

Any new facilities must have a monitoring visit conducted within the first four weeks of Program operations.

List each sponsored facility, the three dates planned, and if the visit will be announced or unannounced (A or U); add additional visit date if 4th visit is planned.

Name of Facility	#1 Visit	A or U	#2 Visit	A or U	#3 Visit	A or U	4 th Visit (not required)	A or U	
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									
Signature of Authorized Representative				Printed Name					
Title				Date					This is page ____ of ____ pages Total # of Sponsored Facilities: _____

If the Institution has more than 10 sponsored facilities, submit **2021 Annual Monitoring Plan – Additional Pages**, available on our website www.nutritionnc.com