

Print Name (neatly): _____

Pass (15 or more correct)

Retake (14 or fewer correct)

Building for the Future



Monitoring Requirements & the Job of a Monitor in the Child and Adult Care Food Program Webinar

- 1) Monitors must use communication to effectively set the tone for the visit. Which of the following is NOT an example of effective communication during a visit?**
 - a) Avoid Being too Direct
 - b) Be Friendly, Not Friends
 - c) Help Rather than Harass
 - d) Be Gentle, but Firm

- 2) Monitoring visits are ONLY required for:**
 - a) New agencies
 - b) Agencies that have problems with their staff
 - c) Agencies that have more than one CACFP site (operations in more than one building)
 - d) All agencies are required to complete monitoring visits of their own sites

- 3) The goal of a monitoring visit is to:**
 - a) Establish lifelong friendships
 - b) To complete paperwork so it is on file
 - c) To harass the staff that are "annoying"
 - d) To observe and to make sure the Program rules and regulations are followed.

- 4) How many times must each site be visited during each Program year?**
 - a) 2
 - b) 3
 - c) 4
 - d) 6

- 5) The purpose of a monitoring visit is to:**
 - a) Provide Training and Technical Assistance on the operation of the CACFP
 - b) Discover any areas which need improvement
 - c) Correct problems before they become serious enough to rise to the level of a serious deficiency
 - d) All of the above

- 6) What is the maximum number of months that may lapse between monitoring visits?**
 - a) 7
 - b) 6
 - c) 5
 - d) 4

7) Documentation of all monitoring efforts must be maintained on file for how long after they are filed?

- a) One month
- b) Until the claim is paid
- c) For three previous years plus the current year
- d) Forever

8) Monitoring is the term used to:

- a) Describe the efforts made by the local agency to visit each site under its sponsorship to ensure that each site is being operated according to the regulatory requirements.
- b) Describe the steps that sites take to make sure that children are playing safely.
- c) Describe what a computer screen is used for.
- d) Describe the collection of paperwork for the CACFP.

9) Which of the following is NOT a required item to be observed during a monitoring visit?

- a) Labels and recipes
- b) The meal pattern
- c) Participation in annual training
- d) Menu and meal records

10) True or False: The use of humor is prohibited during a monitoring visit.

- a) True
- b) False

11) At least one visit must be made during the center's first ____ weeks of operation.

- a) 1
- b) 2
- c) 4
- d) 6

12) Which of the following is a suggestion to overcome the feeling of "I want them to like me?"

- a) Remember the Goal
- b) Don't Criticize Your Supervisor
- c) Don't Harass, Inspect
- d) All of the above

13) True or False: If a monitor is confident in his/her understanding of what the Program requires, what the agency expects, etc., he/she will do a better job. Confidence (or lack of confidence) speaks volumes.

- a) True
- b) False

14) What is the minimum number of unannounced visits the must be conducted at each site?

- a) 6
- b) 4
- c) 2
- d) 0

15) Which office administers the Child and Adult Care Food Program at the State level?

- a) Coordinated School Health
- b) Child and Adult Nutrition Services
- c) Child Care Services
- d) Adult Services and Aging

16) In the CACFP, the term "monitor" refers to:

- a) A computer screen
- b) A device used to measure heart rates
- c) The television
- d) Any person conducting monitoring visits

17) True or False: Prototype monitoring forms are available from the State Agency.

- a) True
- b) False

18) True or False: Without exception, all monitoring visits must include the observation of a meal service.

- a) True
- b) False

19) Which of the following is NOT part of the preparation for and completion of a monitoring visit?

- a) Looking at the history of visits to the site
- b) Identifying any problems that are observed and clearly outlining the problems that are considered "serious"
- c) A brief discussion of the "good" and the "bad" observations made during the visit.
- d) Let the staff know that the Program rules are just rules made to be broken.

20) If a serious deficiency is identified during any monitoring visits...

- a) That site is no longer eligible to receive reimbursement
- b) That day's meals may not be claimed
- c) The next visit to that site must be unannounced
- d) The agency will be put on notice of serious deficiency by the State Agency.

Signature

Local Agency Name

Date