Building for the Future

C A C F P

Pass (15 or more correct)
Retake (14 or fewer correct)

Monitoring Requirements and 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 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 years beyond the year to which they pertain
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) **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) **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) Prototype monitoring forms are available from the State Agency.

a) True
b) False

18) Without exception, <u>all</u> 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 visit…

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 <u>agency</u> will be put on notice of serious deficiency by the State Agency.

Your Name **Local Agency Name** **Date**