

CHILD AND ADULT CARE FOOD PROGRAM
SPONSOR REVIEW GUIDE FOR AFFILIATED CENTER

NOTE: This guide is to be used in completing all monitoring visits to sponsored centers. A copy of the completed and signed guide is to be maintained for state and federal review purposes.

Sponsor's Name: _____ Center's Address: _____ Staff Interviewed: _____ _____ Type of Review: ____ Unannounced ____ Regular Visit ____ Follow-up ____ Unannounced ____ Announced Date/Time of Monitor's Arrival: _____ Signature of Center Representative: _____	Center's Name: _____ Center's County _____ Type: ____ Child Care Center ____ OSHCC For-Profit ____ Adult Care Center ____ Shift Observed: ____ First ____ Second ____ Third Date/Time of Monitor's Departure: _____ Signature of Monitor: _____
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REVIEW ITEM	Y	N	N/A	COMMENTS
A. PRELIMINARY STEP				
1. Is the sign for the Comptroller's Hotline Number for Waste, Fraud and Abuse Complaints posted in a conspicuous place at the center?				
B. CIVIL RIGHTS				
1. Is <i>And Justice for all</i> poster displayed in a conspicuous place and, if center provides child care, has <i>Building for the Future</i> flier and WIC information been given to the parents/guardians?				
2. Is the LEP Spanish Poster in a conspicuous place at the center?				