



Georgia Department of Early Care and Learning

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Interim Commissioner

MEMORANDUM

To: All Child and Adult Care Food Program (CACFP) Sponsors of Unaffiliated Centers and Sponsors of Day Care Homes

From: Falita S. Flowers,  Nutrition Services Director

Date: June 27, 2014

Subject: Varied Timing of Unannounced Reviews

Legal Authority: USDA Food and Nutrition Service Memoranda CACFP 16-2011

The purpose of this memorandum is to remind Child and Adult Care Food Program sponsors of the importance of varying the timing of unannounced reviews.

The Healthy, Hunger-Free Kids Act of 2010 (the Act), Public Law 111-296, modified the requirements pertaining to sponsoring organization (sponsor) facility reviews in the Child and Adult Care Food Program (CACFP). Section 331(b) of the Act amends section 17(d)(2) of the Richard B. Russell National School Lunch Act (42 U.S.C. 1766(d)) to require sponsors to vary the timing of unannounced reviews so they are unpredictable to sponsored facilities. Current regulations require sponsors to conduct three reviews per year, two of which must be unannounced. One of the unannounced reviews must include observation of a meal service. No more than six months may elapse between reviews (7 C.F.R. §226.16(d)(4)(iii)).

Unannounced reviews are an effective tool in ensuring Program integrity. They give sponsors the opportunity to document how the facility operates on any given day and to offer technical assistance. In addition, they offer a first-hand opportunity to detect and identify areas of mismanagement, such as inaccurate meal counts, problems with recordkeeping, and menu and enrollment discrepancies, and allow sponsors to initiate immediate corrective action.

However, unannounced reviews that follow a consistent pattern (for example, unannounced reviews that always occur during the third week of January, the third week of May, and the third week of September, or reviews that never occur during the first week of the month when claims are being processed) undermine the intent of the Program's unannounced review requirements. Sponsors are less likely to

uncover management deficiencies and Program abuse if facilities can anticipate when their “unannounced” sponsor review is due to occur.

As part of the compliance review process, Bright from the Start evaluates the timing and pattern of sponsor’s facility reviews to ensure they are not predictable, and are in compliance with this requirement.

For questions concerning this memorandum, please contact Sonja Adams, Policy Administrator at (404) 651-8193.