Date: May 6, 2011  
Reference: # CACFP DCH 2011-08

To: Child and Adult Care Food Program Day Care Homes (CACFP DCH) Sponsors  
Subject: Varied Timing of Unannounced Reviews  
Effective Date: Immediately

Purpose

IMPLEMENT the requirement for sponsoring organizations to vary the timing of unannounced reviews.

This requirement will be added to Section 4000, Item 4340, Monitor Reviews, of your handbook.

Background

The Healthy, Hunger-Free Kids Act of 2010 (the Act), Public Law 111-296, modified the requirements for sponsoring organization reviews of sponsored facilities. To assist in ensuring Program integrity, sponsors must conduct three reviews per year of their sponsored facilities, two of which must be unannounced. To further ensure Program integrity, Public Law 111-296 now requires sponsors to ensure the timing of unannounced reviews be varied so consistent patterns of visits are not developed and facilities are not in effect aware of an upcoming unannounced review.

Implementation

Immediately

Procedure

The following accompanies, and is in addition to, the review requirements contained in Item 4340, Monitor Reviews.

When planning unannounced reviews, the sponsor must ensure that the planning of the reviews does not allow for unannounced reviews of a specific provider to be conducted at the same time each year. For example, unannounced reviews that always occur the third week of any given month, or never occur during the first week of a month when claims are being processed.

Unannounced reviews are designed to help sponsors ensure providers are operating the Program in accordance with regulations and policies, and unannounced reviews that are always scheduled at the same time, therefore are known to be expected by a provider, are less likely to uncover management deficiencies and Program abuse, and undermine the intent of unannounced reviews.

This Policy Remains in Effect Until Further Notice
| **Authority** | USDA Memo CACFP 16-2011, Child Nutrition Reauthorization 2010: Varied Timing of Unannounced Reviews in the Child and Adult Care Food Program |
| **Contact**   | If you have any questions please contact your Community Operations office. |