Date: May 6, 2011          Reference: # CACFP CCC 2011-08
To: Child and Adult Care Food Program Child Care Center (CACFP CCC) Contractors
Subject: Varied Timing of Unannounced Reviews
Effective Date: Immediately

APPLIES TO SPONSORING ORGANIZATIONS ONLY

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 – Sponsoring Organizations, 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 – Sponsoring Organizations.

When planning unannounced reviews, the sponsor must ensure that the planning of the reviews does not allow for unannounced reviews of a specific facility 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 facilities 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 facility, are less likely to uncover management deficiencies and Program abuse, and undermine the intent of unannounced reviews.

continued

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