

Monitoring Checklist – Centers

The following items must be available at each monitoring visit

Meal counts and Attendance for current month.	
Menus for current month.	
Center's food program agreement and budget.	
Parent food program applications - <i>participant enrollment forms and child eligibility applications.</i>	
Infant Formula Provision forms for any infants.	
Infant menus for current month, if applicable.	
Ethnic/Racial data for all children.	
Confidentiality Policy.	
Training certificate for food program training.	
Food program application and budget.	
Previous months claims paperwork.	
Most recent fire inspection.	
Most recent sanitation inspection posted.	
Current daycare license posted.	
Following posted on wall? – Justice for All poster WIC information Nondiscrimination statement Racial Data letter to parents	