

MONITOR CHECKLIST

Today's Date: _____

Monitor's Name: _____

Name of Facility/Unit: _____

Meal services observed? Yes _____ No _____

Number of children served: _____

Breakfast _____ Lunch/Supper _____ Snack _____

Number enrolled: _____

	AGE	MENU	SERVING SIZES			SERVINGS NEEDED	QUANTITY NEEDED	ACTUAL QNTY USED	ADEQUATE	
			BREAKFAST	SNACK	LUNCH				YES	NO
Meat/Alternative	1-2 3-5 6-12 13-Adult			1/2 oz 1/2 oz 1 oz 1 oz	1 oz 1-1/2 oz 2 oz 2 oz					
Fruit/Vegetables Must have both	1-2 3-5 6-12 13-Adult		Juice counts 1/4 cup 1/2 cup 1/2 cup 1/2 cup	1/2 cup 1/2 cup 3/4 cup 3/4 cup	1/4 cup 1/2 cup 3/4 cup 3/4 cup					
Bread/Alternative	1-2 3-5 6-12 13-Adult		1/2 slice 1/2 slice 1 slice 1 slice	1/2 slice 1/2 slice 1 slice 1 slice	1/2 slice 1/2 slice 1 slice 1 slice					
Bread/Alternative Cereal Cold/Dry	1-2 3-5 6-12 13-Adult		1/2 cup 1/3 cup 3/4 cup 3/4 cup	1/2 cup 1/3 cup 3/4 cup 3/4 cup						
Bread/Alternative Cereal Hot	1-2 3-5 6-12 13-Adult		1/4 cup 1/4 cup 1/2 cup 1/2 cup	1/2 cup 1/3 cup 3/4 cup 3/4 cup						
Fluid Milk	1-2 3-5 6-12 13-Adult		1/2 cup 3/4 cup 1 cup 1 cup	1/2 cup 1/2 cup 1 cup 1 cup	1/2 cup 3/4 cup 1 cup 1 cup					
Optional										

Check applicable box to evaluate each item:

Food Handler Gloves Used: Yes _____ No _____

Food Temperatures Taken: Yes _____ No _____

Hair Restraints Used: Yes _____ No _____

Clorox Test Strip Results: Yes _____ No _____

Children set table (full for meal not snack): Yes _____ No _____

Food served family style: Yes _____ No _____

Meal/Snack Daily Count: Yes _____ No _____

ITEM	Very Good	Fair	Poor
Menu Planning	_____	_____	_____
Sanitation	_____	_____	_____
Refrigeration	_____	_____	_____
Dry Storage	_____	_____	_____
Daily Records	_____	_____	_____
Enrollment Date	_____	_____	_____

RECORD KEEPING

1. Are daily records kept of the number of meals served to children? YES or NO
2. Are accurate attendance records maintained on enrolled children separate from meal count records? YES or NO
3. Are meal counts and attendance records up to date? YES or NO
4. Are current enrollment forms on file for all children? YES or NO
5. Are the income eligibility statements on file? (located @ Central Office) YES or NO

List any problems with the food services or record keeping.

What corrections will be made?

REVIEWERS SIGNATURE: _____

In the operations of child feeding programs, no child will be discriminated against because of race, color, national origin, age, sex or handicap.

Meal Pattern for Children Child and Adult Care Food Program

	Children 1 through 2 years	Children 3 through 5 years	Children 6 through 12 years	Children 13 through 18 years
BREAKFAST				
Milk, fluid ¹	½ cup	¾ cup	1 cup	1 cup
Fruit, Vegetable, or Juice ²	¼ cup	½ cup	½ cup	½ cup
Grains/Breads ³⁻⁴ :				
Grain - whole-grain, bran, germ, or enriched	½ serving	½ serving	1 serving	1 serving
Cereal - cold, dry, ready to eat ⁵	¼ cup ⁶	1/3 cup ⁷	¾ cup ⁸	¾ cup ⁸
- hot, cooked	¼ cup	¼ cup	½ cup	½ cup
SNACK (AM, PM, EVE) (Select 2 components)				
Milk, fluid ¹	½ cup	½ cup	1 cup	1 cup
Meat/Meat Alternate	½ ounce	½ ounce	1 ounce	1 ounce
Fruit or Fruit Juice ²	½ cup	½ cup	¾ cup	¾ cup
Vegetable or Vegetable Juice ²	½ cup	½ cup	¾ cup	¾ cup
Grains/Breads ³ :				
Grain - whole-grain, bran, germ, or enriched	½ serving	½ serving	1 serving	1 serving
Cereal - cold, dry, ready to eat ⁵	¼ cup ⁶	1/3 cup ⁷	¾ cup ⁸	¾ cup ⁸
- hot, cooked	¼ cup	¼ cup	½ cup	½ cup
LUNCH OR SUPPER				
Milk, fluid ¹	½ cup	¾ cup	1 cup	1 cup
Meat/Meat Alternate:				
Meat, poultry, or fish cooked (lean meat without bone)	1 ounce	1½ ounce	2 ounces	2 ounces
Cheese	1 ounce	1½ ounces	2 ounces	2 ounces
Egg	½	¾	1	1
Cooked dry beans /peas	¼ cup	3/8 cup	½ cup	½ cup
Peanut butter, soy nut butter or other nut or seed butters	2 tablespoons	3 tablespoons	4 tablespoons	4 tablespoons
Peanut or soy nuts or tree nuts or seeds ⁹	½ ounce = 50%	¾ ounce = 50%	1 ounce = 50%	1 ounce = 50%
Yogurt	4 ounces or ½ cup	6 ounces or ¾ cup	8 ounces or 1 cup	8 ounces or 1 cup
Vegetable or Vegetable Juice ²	1/8 cup	¼ cup	½ cup	½ cup
Fruit or Fruit Juice ²	1/8 cup	¼ cup	¼ cup	¼ cup
Grains/Breads ³ (whole-grain, bran, germ or enriched)	½ serving	½ serving	1 serving	1 serving

¹ Unflavored, whole milk is required for 1-year-old children. Unflavored skim (fat free) or 1% (low fat) milk is required for children ages two and older. For children ages 6 and older, flavored milk is allowed only if it is skim (fat free) milk.

² Juice is limited to one time per day across all menus.

³ At least one serving of grains/breads per day, across all menus, must be whole-grain or whole-grain rich.

⁴ A meat/meat alternate may be substituted for the grain/bread item up to three times per week for breakfast.

⁵ Breakfast cereals must contain no more than 6 grams of sugar per dry ounce (no more than 21 grams sucrose and other sugars per 100 grams of dry cereal).

⁶ ¼ cup (volume) or 1/3 ounce (weight), whichever is less.

⁷ 1/3 cup (volume) or ½ ounce (weight), whichever is less.

⁸ ¾ cup (volume) or 1 ounce (weight), whichever is less.

⁹ Nuts can meet only one-half the total serving of the meat/meat alternate requirement for lunch or supper. Nuts and seeds must be combined with another meat/meat alternate to fulfill the requirement. For determining combinations, 1 ounce of nuts or seeds is equal to one ounce of cooked, lean meat, poultry, or fish.