

Montana Department of Public Health & Human Services	Internal Procedure Policy
	MT CACFP 2011-4 Rev 2
	Section: All Institutions
Child and Adult Care Food Program	Subject: Observation of Meal Service
	Effective Date: 3/23/2022

OBSERVATION OF SERVICE

Meal service:

Observing a meal service at an institution provides a great opportunity to understand to what extent the CACFP is being operated in accordance with the intent of the Program. Observation of a meal service is to provide an extra level of review to ensure that the institutions in compliance with multiple Program regulations.

- ❖ Observe the served meal and determine if all required components and required quantities are served. Reference the correct meal pattern (Infant, Child, or Adult) for the age of participant served and according to what meals the center has been approved to serve.
- ❖ Ensure that the meal service is provided during the time frame approved by the State agency.
- ❖ Compare the meal served with the posted menu to ensure that the menu reflects the actual meal being served. If substitutions are made, make sure the meals are still in compliance and that the center staff is documenting the substitutions.
- ❖ Child Nutrition (CN) and Manufacturer Labels – Ensure that all commercially processed combination dishes (i.e., those dishes containing more than one meal pattern component) have a CN label or manufacturer’s product analysis sheet to verify that meal pattern requirements are being met. If a CN label/ manufacturer’s product analysis sheet is not available, verify that another creditable food is added in sufficient quantity to meet the meal pattern requirements. Confirm that the institution or facility understands the directions on the CN label or product analysis sheet for serving the correct amount of commercially processed items.

Sponsors of day care homes are required to observe and document a meal service at one of the three annual visits.

Childcare centers with multiple facilities are required to conduct and document three meal observations annually.

References: [7 CFR 226.6(m)(3)(vii)]

This Institution is an equal opportunity Provider.