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# MEMO

**TO:** All Providers

**FROM:** Shedron Davis, Executive Director

**RE: UNANNOUNCED REVIEW & REQUIRED ELEMENTS**

**DATE:** March 15, 2024

Your childcare home or center will receive **UNANNOUNCED** monitoring reviews by Alpha & Omega Nutrition Program, Inc. Sponsoring organizations are required by the Tennessee Department of Human Services (TDHS) Child and Adult Care Food Program (CACFP) to visit participating childcare homes several times during a program year to review the meal services and records during normal hours of operation.

## REVIEW ELEMENTS:

As always we will monitor health and safety requirements and at-the-point-of-service meal documentation (i.e., Daily Meal Count, Attendance, and Infant/Regular Menus), meal pattern, portion size, observation of milk and water requirement. (Please note the following: Children ages two (2) and older should be served 1% or skim milk. Children from 13 months to 24 months should be served whole milk. Infants from birth until 1<sup>st</sup> birthday should be served Iron Fortified Infant formula, and water should be made available.)

The Annual Childcare License should be visible for immediate observation, and the Building for the Future brochure should be posted or requested prior to visit. Centers should have the TN Comptroller sign posted. If your license is expired, your participation is subject to change if proof is not provided to your sponsor timely to verify good standing with TDHS licensing.

We appreciate your help in maintaining compliance and serving children and families in need. If you have questions or concerns, call us at **901-360-1000 or 901-220-4687**.