

**Table 3. Final version of competencies of sponsor monitors participating in the Child and Adult Care Food Program (CACFP)**

**1. Training and Technical Assistance**

- 1.1 Communicates with FDCH providers and determines training needs.
- 1.2 Assists in developing a systematic training program to ensure that FDCH providers are familiar with program requirements.
- 1.3 Conducts orientation and training on all aspects of CACFP participation, including policies and procedures of the sponsoring organization.
- 1.4 Reviews performance of FDCH providers in CACFP implementation and provides appropriate feedback.
- 1.5 Adapts training to provide technical assistance on an individualized and as-needed basis.

**II. Meal Service**

- 2.1 Reviews the meal pattern requirements to ensure proper implementation by the FDCH provider.
- 2.2 Reviews meal service to ensure proper implementation of the meal patterns and a positive mealtime environment.
- 2.3 Reviews the menu to ensure good menu planning is followed for development of healthful eating patterns.
- 2.4 Assures the proper interpretation and implementation of the infant meal pattern.
- 2.5 Maintains a regular onsite visitation schedule of CACFP participants to ensure proper implementation of the CACFP and a healthy eating environment.

### **III. Administrative Duties**

- 3.1 Follows a system for maintaining and reporting all monitoring activities to the sponsoring organization.
- 3.2 Implements procedures needed to verify that FDCH providers meet all local, state, and federal requirements for participation in the CACFP.
- 3.3 Serves as the liaison between the sponsoring organization and the FDCH provider.

### **IV. Professional Behavior and Development**

- 4.1 Participates in continuing education activities, such as seminars, workshops, professional conferences, and college courses.
- 4.2 Networks with other child care professionals.
- 4.3 Participates actively in professional organizations.
- 4.4 Reads current trade, technical, and professional publications and applies appropriate new information in performance and monitoring duties.
- 4.5 Maintains a plan for continuing self-development and education.
- 4.6 Performs all duties and responsibilities in an ethical manner.