



Understanding CACFP Monitoring Requirements and the Five-Day Reconciliation: **QUESTIONS & ANSWERS**

Answers to the questions asked in HNS' [Understanding CACFP Monitoring Requirements and the Five-Day Reconciliation webinar](#). Please note, operators are responsible for remaining up-to-date on program guidance and regulations. The following answers reflect the information available at the time of the live webinar and may be subject to change.

Q: Do centers that operate At Risk for the school-age but regular CACFP for the remainder of the children have to complete both monitoring forms?

A: The standard [Monitoring Visit Form](#) satisfies the monitoring visit requirements for sites that operate both traditional and At-Risk CACFP at the same site. However, monitors must ensure they are assessing operations of both meal service types when conducting their visits.

Q: Does the 5 Day reconciliation HAVE to be the immediate 5 days prior to the monitoring review, or can it be any 5 days?

A: The 5-Day Reconciliation can be completed based on any five consecutive operating days during the current month.

Q: Where can I find the slides and recordings of today's webinar and last week's webinar?

A: The recording, slides, and Q&A are released via HNS Communications. Additionally, they are posted on the [CACFP Training Library webpage](#) - Administration accordion and the [CACFP Renewal Resources webpage](#).

Q: Arizona Department of Health Services (AZ DHS) allows 24 months for valid signature on enrollment forms - if there is no change to data, why does ADE require 12 months?

A: Federal regulation requires enrollment forms be updated every 12 months. As a courtesy to operators, ADE accepts the use of AZDHS' enrollment form with the stipulation that it be updated annually in lieu of requiring separate enrollment documentation.

Q: How do I obtain a training certificate?

A: Live attendees will receive an email notification when the training certificate is available in APLD. For assistance, please [click here to review How to Download a Certificate of Completion in APLD](#). If you did not attend the live webinar but instead watched the recording, please complete the short survey at the end of the slides to access a certificate. For further assistance, please [click here to view ADE HNS' How to Print a Training Certificate resource](#).



Thank you for participating in the webinar!

In the event you have questions that were not answered, please contact your assigned Health and Nutrition Services Specialist and they will be happy to assist you.