**Announced/Unannounced Monitoring Review Visit Schedule**

Guidance: Monitoring Reviews must be made at least three times each year at each facility; at least two of the three reviews must be unannounced; at least one unannounced review must include the observation of a meal service. At least one review must be made during the facilities first four weeks of program operation and not more than six months may elapse between reviews. Sponsors must vary the timing of unannounced reviews so they are unpredictable to sponsored facilities.

Follow-up reviews must be completed within 30 days from receipt of any Corrective Action to ensure implementation and sustainability. Contact the State Agency regarding Health and Safety Concerns observed during the monitoring visit.

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| **Sponsor/Organization/Institution Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Site Name** | **Announced** | **Unannounced** | **Date of Review** |
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**Use additional sheets as needed.**

**This institution is an equal opportunity provider.**

**August 2023**