

Local Agency Monitoring-Entrance Interview Questions

Nutrition Services

Responsibility

1. Training file is complete and contains all required Training or Continuing Education Activities Forms (Attachment #1, 1.19):
2. An ongoing record of training hours is being maintained for each CPA. This should be recorded on the Competent Professional Authority Continuing Education Hours Form (Attachment #2, 1.19) or on either Training Tracking Report (Attachment #3 or #4, 1.19):
3. Inservices that are required by the State Nutrition Education Coordinator are provided to all CPAs:
4. Affidavits are signed/dated and notarized (Attachment #2, 11.02) for each CPA:
5. Monitor has verified (can be done at State Agency Office) that the Annual Nutrition Education Plan, Annual Nutrition Education Progress Report, Annual Breastfeeding Plan, and Annual Breastfeeding Progress Report have been submitted to the State Agency within specified timeframe and have been approved: