

Pre-Approval Visit

Sponsor Name _____

Sponsor Address _____

Contact Person _____

Telephone Number _____

Date of Review _____

Estimated number
Of Children _____

Opening Date _____

Ending Date _____

Rural Sponsor Yes () No ()

IRS Tax Exempt Status _____

Type of Operation and
number of locations

- () Sites
- () Camps
- () Both

1. Check system for obtaining daily counts of meals served to children (eligible and nonprogram if applicable) and adult (program and nonprogram, if applicable). Describe system planned.

2. Review accounting system. Will this system adequately maintain information on income, expenditures, cost of food used, receipts, inventory, donated commodities from USDA (if applicable), payroll, administrative costs, and site labor if any?

Comment:

3. Does sponsor have finances other than expected Program payments? Yes () No ()
If yes, what is the source?

4. Review claiming procedure with Sponsor, i.e., operating costs vs. administrative costs; costs vs. rates, whichever is lesser. Document any problems sponsor may have in this area.

5. Discuss plans to visit sites prior to opening and documentation of those visits.

6. Has sponsor notified Health Department of plans for Program. (SA notifies) _____
When _____ What Response? _____.

7. Training of sponsor and site personnel. When is it scheduled?

Does documentation of training session(s) include areas discussed and people in attendance?

Will attendance be mandatory? Yes () No ()

Is training agenda (attached copy) adequate?

Does documentation of training session (s) include areas discussed and people in attendance?

How many personnel does the sponsor plan to utilize during the Program? _____

What types? Monitors _____ Clerical _____ Director _____ Site Supervisors _____ Other _____

8. Is 50 percent eligibility documentation for sites on file?

What source was used?

9. How were sites obtained?

10. Is there a direct link between sponsor and site? Yes () No ()

What form?

11. If site(s) visited, type of facility/equipment available. Is it adequate for anticipated average daily attendance?

Are there alternate plans for serving in bad weather at outdoor sites?

12. Discuss planned site-monitoring activities. Are the plans adequate?

Comment:

13. Discuss timeframes for meal service. Comment:

14. Has sponsor contacted local school (s) about preparing meals if this will be a vended Program?

15. If utilizing a vendor, was standard contract used? Were correct bidding procedures used?

Comments:

16. Does sponsor provide an on-going year-round activity for the community? Yes () No ()

If yes, what kind?

Additional Reviewer Comments

Date _____ Reviewers Signature _____
