

Child and Adult Care Food Program SITE REVIEW FORM

Centers must be reviewed at least three times annually. At least two of the three reviews must be unannounced and at least one unannounced review must include the observation of a meal service. Reviews cannot be more than six months apart.

Preapproval visits must be conducted at new sites prior to the beginning of program participation. New sites must be reviewed within the first four weeks of CACFP operations.

NAME AND ADDRESS OF SITE:	DATE OF REVIEW:	TIME IN:
Name of Site Contact: _____	REVIEWER:	TIME OUT:

TYPE OF REVIEW (Check One) <input type="checkbox"/> Preapproval <input type="checkbox"/> First Four Week <input type="checkbox"/> Regular Review <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> Follow-up: _____	<input type="checkbox"/> Announced <input type="checkbox"/> Unannounced <input type="checkbox"/> Meal Visit <input type="checkbox"/> Non-meal Visit BR AM LU PM SU EV Circle Meal Viewed
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PREVIOUS FINDINGS

Summary of Findings from Previous Reviews: _____

Technical Assistance Provided: _____

Describe how the center has addressed any previous findings:

RECORD KEEPING

1. Income Eligibility Forms for all participants whose meals are claimed in the Free and Reduced priced meal categories, are current and complete?

Yes No # of IEF's reviewed: _____; # of IEF's in error or missing: _____

If IEFs are maintained by the sponsoring organization, this step may be completed at the sponsoring organization.

If No, list follow-up required: _____

2. Enrollment forms are on file for all current participants?

Yes No # of Enrollments reviewed: _____ : # of Enrollments in error or missing: _____

If Enrollment forms are maintained by the sponsoring organization, this step may be completed at the sponsoring organization.

If No, list follow-up required: _____

3. Meal count sheets are up-to-date through the current/last meal service? (Make sure meal counts are not recorded for meals that have not occurred).

Yes No - If No, list the dates and the meals which meal count records are incomplete.

If No, list follow-up required: _____

4. Menu production records are up-to-date and/or delivery tickets are current through the last meal service?

Yes No - Month & Dates of the production records reviewed on-site: _____

Specify all menu production records/ vendor ticket errors observed (Missing food components and/or quantities, serving non-creditable foods, etc.): _____

Number of Meals in Error: _____ If No, list follow-up required: _____

5. CN labels or Product Formulation Statements are on file for required components (Refer to Crediting Food Book)?

Yes No - List food item and follow-up required: _____

6. If a meal is observed, are meal counts made at the point of meal service? Are meals eaten on site? (For example, if a child is given a snack to take home, it is not reimbursable. Meals may be claimed only when participants are in care).

Yes No - If No, list follow-up required: _____

7. Do the number of meals recorded by the center staff match the number of meals recorded by the reviewer?

Yes No - If No describe the discrepancies: _____

FOOD SERVICE OPERATIONS

8. Menus include a variety of meal components including fresh fruits and vegetables, whole grains, and limited number of processed foods?

Yes No - If no, describe technical assistance: _____

9. Are sanitary conditions maintained in the food preparation and service area?

Yes No - If no describe your observations: _____

Follow up action taken: _____

10. Do the participants wash their hands before meal time with soap and running water?

Yes No - If no, describe technical assistance: _____

11. Are all food components served at the same time?

Yes No - If no, list follow up required: _____

12. Is enough food prepared and served to meet the minimum requirements of the Child and Adult Care Food Program?

Yes No - If no describe your observations: _____

13. Are meals served according to the meal times approved on the site application?

Yes No - Follow Up: _____

14. Water is made available to children throughout the day, including meal times, at their request (does not have to be self-serve). Does not apply to adult centers.

Yes No - Follow Up : _____

15. Center provides fat-free (skim) or low-fat (1%) fluid milk to participants over the age of two years.

Yes No - If no, list follow up required: _____

16. Statement(s) are on file from recognized medical authorities for participants whose meals do not meet meal pattern requirements for medical or other special dietary reasons.

Yes No - If no describe your observations & follow up: _____

MEAL OBSERVED: Breakfast Lunch Snack AM/PM/EV Supper

Meat/Meat Alternate: _____

Fruit/Vegetable: _____

Fruit/Vegetable: _____

Grains/Bread: _____

Milk: _____

Other: _____

Infant Menu (Complete if center has infants are in care.)

17. The center has selected at least one formula to provide infants. (Name of formula: _____)

Yes No - If no, list follow up required: _____

5-Day Reconciliation (complete attached worksheet - copy additional pages as needed).

A reconciliation of meal counts for five consecutive days must be included as a part of each facility review conducted by a sponsor. Five-day reconciliation is completed on 10 per cent of the center's enrolled participants, with a minimum of five participants being included in the reconciliation.

1. Evaluate the center's enrollment records to ensure that they are current and accurate.
 - a. Enrollment records include
 - Participant's name
 - Date of birth
 - Date care began
 - Signature of adult household member
 - Usual times in care and days in care (child care centers only; optional if parent check child in and out)
 - Usual meals served while in care (child care centers only; optional if parent checks child in and out).
 - b. Enrollment records must be complete and signed and dated by the adult household member within the past 12 months (child care centers only; one time enrollment for adult care centers)
2. Check to see that time in/out attendance records are on file for every participant.
3. Compare the center's total meal counts to its licensed capacity. Meal counts for any day or any shift (if shift care is provided) should never exceed licensed capacity.
4. The reviewer shall compare the center's total enrollment to its recorded daily attendance to ensure that the number of participants in attendance does not exceed the number of participants enrolled. If attendance does exceed enrollment, for any day or any shift (if shift care is provided), the reviewer must determine the source of the error (e.g. inaccurate attendance records, missing enrollment forms) before a five-day reconciliation can be completed.
5. The reviewer shall compare the center's total attendance to its meal counts for any day or shift (if shift care is provided). The reviewer will look at five consecutive days of aggregate meal counts for each approved meal type to ensure that meal counts do not exceed the number of participants on any day, or for any shift.
6. If meal counts and attendance cannot be reconciled, the regulations require the reviewer to determine whether the establishment of an overclaim is necessary.

FIVE-DAY RECONCILIATION WORKSHEET

CACFP SITE REVIEW

Name of Site: _____

Week of _____

Child's Name	Enrollment Form			Week of: _____		Circle Meals Claimed
	Meals	Days in Care	Times	Days & Times in Attendance		
John Doe	(B)(A)(L) (P) S E	M-F	8am-5pm	1/1/17	8:00am-5:00pm	(B)(A)(L)(P) S E
				1/2/17	8:00am-5:00pm	(B)(A)(L)(P) S E
				1/3/17	8:00am-5:00pm	(B)(A)(L)(P) S E
				1/4/17	8:00am-12:00pm	(B)(A)(L) S E
				1/5/17	Absent	B A L P S E
	B A L					B A L P S E
	P S E					B A L P S E
						B A L P S E
						B A L P S E
						B A L P S E
	B A L					B A L P S E
	P S E					B A L P S E
						B A L P S E
						B A L P S E
	B A L					B A L P S E
	P S E					B A L P S E
						B A L P S E
						B A L P S E
	B A L					B A L P S E
	P S E					B A L P S E
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