Name of Sponsoring Organization	CE ID

Date of Pre-Approval Visit	Time of Arrival	☐ AM ☐ PM	Time of Departure	☐ AM ☐ PM

Site Type

☐ **Public or Private Non-Profit**   ☐ **For-Profit**

CACFP Program Status

☐ **Currently Active: Sponsor**

☐ **Previous Participation: Sponsor**

☐ **Never Participated**

Site Name	Affiliation
	☐ **Affiliated** ☐ **Unaffiliated**

Site Address

Person Interviewed at Site	Title of Person Interviewed at Site

Program Requirements	Observations, Comments, Discussion
Enrollment *Review the site's methods and the documents used to enroll infants/children to ensure all information required by CACFP regulations is obtained.*	
Eligibility Determinations *Review completed Meal Benefit Income Eligibility Forms; if available. If not, ensure the site understands the eligibility determination process.*	
Meal Counts and Attendance *Explain Daily Meal Count and Attendance Record (H1535) or alternate to ensure the site understands how to complete the form and when the form must be completed. Explain "point of service" meal counts. Ensure the site understands that these forms are used to complete their monthly claim.* If possible, conduct the pre-approval visit during a meal service to observe the point of service meal count.	

Program Requirements	Observations, Comments, Discussion
For-Profit Center Eligibility *Ensure that the facility understands how to calculate the 25% Title XX or Free and Reduced-price to determine the eligibility of for-profit centers. Explain how this affects the site's claim.*	
Menus and Meal Production Records *Review the menus that have been developed or completed to date. Ensure that all components for the meal types being claimed are included.* *Review meal production records, if any have been completed. Ensure that these forms are completed on a daily basis. Ensure that the site understands the documentation requirements for special diets, disabilities, processed foods, etc. Review the use of the Food Buying Guide for Child Nutrition Programs (FBG) with the site. If contracting with a vendor, ensure that vendor has had appropriate training from the site and is completing meal production records as indicated in the contract.*	
Monitoring Requirements *Discuss monitoring requirements. Explain announced and unannounced reviews. Discuss the review form and its elements and explain corrective action requirements and disallowances.*	
Claims *Review the procedures for filing claims. Explain which documentation must be submitted so that a claim can be submitted. Emphasize the due date requirements for submittal of claim documentation. Explain late claims and disallowances.*	
Training Requirements *Discuss the mandatory training requirements and the consequences for failure to attend.*	

Program Requirements	Observations, Comments, Discussion
Financial Management *Ensure the site understands that it must maintain a non-profit food service which means that all Program funds must be used to provide Program meals in compliance with Program requirements. Ensure the site understands that the Program funds must be kept in a separate account or accounted for as a separate ledger item in their accounting system. CACFP funds help defray the cost of the food program and are not intended to pay for all of the food program operations. Ensure the site understands the documentation requirements related to financial management. Ensure that <u>time distribution records</u> are maintained, if required.* *Discuss the procurement requirements and explain the documentation that must be maintained to demonstrate compliance with procurement requirements.* *Review Section 7000, Financial Management of the CACFP Handbook.*	
Record Retention Requirements *Explain that Program records must be maintained for 3 years, or until audit findings, claims, or litigation have been resolved. Ensure the site understands what records would be considered Program records.*	
Civil Rights Requirements *Discuss civil rights requirements with the site including training requirements and the required poster that must be displayed. Ensure the site has the poster. Ensure the site has a process for handling complaints and can explain the complaint procedure.*	

Program Requirements	Observations, Comments, Discussion
Serious Deficiency *Explain the serious deficiency process as well as what actions and non-compliances might result in a determination of serious deficiency.*	
Health and Sanitation *Look for any obvious health, sanitation, or safety concerns. Review the most recent inspection report. Discuss any areas of concern.*	
Other *Discuss any other issues or concerns not discussed above and document here.*	

Is this site eligible to participate in the CACFP?	☐ **Yes**	☐ **No**
If no, explain:		

Certification and Signature

The site representative acknowledges that the sponsoring organization representative has fully explained, discussed, and provided technical assistance for all Program requirements listed above.

_____   _____
Signature – Sponsoring Organization Representative   Date

_____   _____
Signature – Site Representative   Date