

Instructions for DHHS/CACFP Sponsoring Organization Center Review Form CAC 15-Center

This document is designed for use during a center review by the sponsoring organization of the records, and practices of that center.

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Arrival Time: Record the actual time the Sponsoring Organization's representative arrives.

Departure Time: Record the actual time that the Sponsoring Organization's representative leaves the center.

Date: Record the date(s) on which the Sponsoring Organization representative completed the review.

Review: Check either announced (the center's staff was notified) or unannounced (the center's staff was not notified).

1. Sponsoring Organization's Name: Record the Sponsoring Organization's Name.

Agreement #: Record the Sponsoring Organization's CACFP agreement #.

Center Name: Record the center's name

Center Address: Record the center's physical address including city, state, and zip code.

2. Type of Visit: Check whether the visit is a Monitoring, Follow-up, or Training/Technical Assistance. If the visit is a Follow-up visit, check the type of previous visit and record the date of that previous visit.

3. Type of Facility: Check only one.

4. DHHS Licensing Information:

Effective Date: Record the date(s) that the license is effective. If license has an effective and expiration date, enter dates in "From" and "To" spaces. If license has only an effective date, enter date in "From" space.

Capacity: Record the license capacity from the posted license in the center.

Licensing #: Record the license number from the license posted in the center.

Alternate Approval: If the center is not licensed check "Alternative Approval" if the document is on file. (If the center is not licensed, there must be an approved DHHS-CAC 8H "Application for Child Care Standards Approval of Non-Licensed Institutions and Facilities" on file.) Record the date the alternate approval was conducted.

Is Licensing Capacity exceeded on day of Review: Observe the number of participants in the center the day of the review and check whether the capacity has exceeded. Refer to 7CFR 226.6(d)(2) (A). If capacity is exceeded, write as finding and report finding to the Division of Child Development licensing consultant for the county. If over the age limit, disallow all meals for participants not eligible to participate due to age.

5. Eligibility applications are on file at: Check where the income eligibility applications are maintained.

6. Current sponsor/center agreement on file? Ask the center's representative to provide the current sponsor/center agreement. If the current sponsor/center agreement is not on file, write as a finding.

7. Are complete and current annual enrollment forms on file for all participants? (Does not apply to Outside School-Hour Centers, At-Risk and Homeless Programs.) Check the appropriate box, Ask to see all the enrollment forms for participants that are currently enrolled. If enrollment forms are not on file for all participants enrolled or if the enrollment forms are not current, write as a finding.

8. Is the facility open to everyone regardless of race, sex, color, age, national origin, or disability? Check the appropriate box, Observe to determine if program benefits are made available to all participants. If a violation of discrimination is observed and report to Sponsoring Organization, write as a finding.

9. Has the facility made information about WIC available to parents or guardians of children enrolled in CACFP? Check the appropriate box, Ask to see the documents that are provided to the parent or guardian to inform them about the WIC program. If WIC documents are not available provide copies to the center and write as a finding.

10. Training:

The center's key staff is defined according to 7CFR 226.16(d)(2) and (3); 226.17(d)(9) as person(s) within the facility with overall responsibility for operating CACFP in accordance with regulations, and guidelines, including but not limited to owner, director, executive director, CACFP Manager, Program Manager, Food Service, Administrator, CEO or President. The Sponsoring Organization is required to train the key staff no less than annually and attendance of the center's staff is mandatory.

Chart:

Date: Record the training dates offered in the last 12 months.

Topic of Training: Record the topic(s) of each training.

Name of Staff in Attendance: Record the names of the staff that attended each training.

If no documentation for training is available or training has not been completed, write as a finding.

Findings:

If any program violations were identified, record the detailed findings in this section. Documentation must include what, when, where, and how many if applicable. (*i.e.*: *On day of review, April 1, 2005, sponsoring organization representative counted 10 children/adults in attendance; license capacity allows for 8.*)

Suggestions:

Record any suggestions that the Sponsoring Organization Representative may have that would benefit the center in this section.

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Center Name: Record the name of the center being reviewed.

11. Meal Pattern Analysis on Day of Review: Note: Arrive before the meal service begins and observe the meal service from beginning to end, observing all participants in all age groups or adults.

A. Authorized Meal Service: Review the Center Application. Check "yes" for all meal services the center is authorized to serve. Check "no" for all meals that the center is not authorized to serve.

Approved: Record the start and end times of all approved meals from the Center Application or NCCares.

Actual: Record the actual start and end times of the meal service the sponsoring organization's representative observes. Observe the meal service from beginning to end.

Type of Meal Observed: Record the type of meal which is being observed (Breakfast, AM Snack, Lunch, PM Snack, Supper, Late PM Snack).

B. Infants:

Does the facility enroll infants in its child care? If center enrolls infants, check "yes". If the center does not enroll infants, check "no" and skip to C.

Chart:

Number Served: Record the number of infants per age group served during the observed meal.

Food Components: Record each observed food component served under the appropriate food category.

Amount to Be Served: Record the amounts of each food component that the center made available to be served.

Amounts Needed to Be Adequate: Using the Food Buying Guide, calculate and record amounts needed to be adequate based on the number of infants per age group.

Adequate:

If the amounts available to be served were more than the amounts needed to be adequate check "yes". If the amounts available to be served were less than the amounts needed to be adequate check "no". If the amounts were not adequate, write as a finding.

Does the facility offer the infant meal pattern to currently enrolled infants?

Request the parent-infant waiver forms (Provision of Iron-Fortified Infant Formula Forms) for all currently enrolled infants. If all infants enrolled have a current parent-infant waiver form on file, then "yes" would be checked. If all infants enrolled do not have a current parent-infant waiver form on file, then "no" would be checked. Record all infants enrolled without a form. If all enrolled infants do not have a form on file, write as a finding.

C. Child/ Adult Meals: Circle "Child" or "Adult" to indicate which participants that are being observed.

Number Served: Record the number of children per age group served during the observed meal. Record the number of program adults (if the center is an adult day care). Record the number of non-program adults (any adult that participated in the meal service).

Chart:

Food Component: Record each served food component under the appropriate food category.

Amounts Available to Be Served: Record the amounts of each food component that the center made available to be served.

Amounts Needed to Be Adequate: Using the Food Buying Guide, calculate and record amounts needed to be adequate based on the number of observed participants served per age group.

Adequate: If the amounts available to be served were more than the amounts needed to be adequate check “yes”. If the amounts available to be served were less than the amounts needed to be adequate check “no”. If the amounts were not adequate, write as a finding. If the meal pattern requirements were not met (amounts were inadequate, or the meal was missing components), write as a finding.

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Center Name: Record the name of the center being reviewed.

D. Meal Count on Day of Review:

Record and examine the meal counts (for all meal services approved to claim) recorded by the facility for five consecutive days preceding the day of the meal observation.

Chart:

Dates: Record the dates of the previous 5 consecutive days of observed meal service. Provide an explanation for breaks that are not weekends.

Meal Counts: Using the center’s daily meal count record, record the total meal count for each day of all the approved meal services.

Number of Participants in Attendance: Using the center’s attendance records, record the total number of participants in attendance for each day for all the approved meal services.

Number of Participants Enrolled: Using the center’s current enrollment documentation, record the number of participants enrolled for each day for all the approved meal services.

Based on the comparisons, are the meal counts for each meal service accurate?: Based on the comparison in the chart, determine if the meal counts for each day were accurate. If not, obtain an explanation from the facility for reason of discrepancy. If there is a discrepancy between the number of participants enrolled or in attendance, you must attempt to reconcile the difference and determine if meal counts need to be adjusted.

Did the meal count exceed...days?: If meal counts were greater than participants in attendance on any of the five days; write as a finding. All meal counts exceeding the number of participants in attendance on any day must be disallowed.

E. Check the appropriate responses:

Menus dated daily and on file: Observe that there are daily dated menus for all meal services claimed on file for the current month. If not, write as a finding.

Meal meets the meal pattern requirement for the meal observed: Observe that the one meal observed the day of the monitoring met the meal pattern requirement. If not, write as a finding.

Menus adjusted for dietary needs: During the meal observation, list any participants for which substitutions were made due to special dietary needs. Check to ensure that the menu was adjusted for all special dietary needs. The substitution should also be written on the daily menu. If no substitutions were made or the menu was not changed, write as a finding.

Documentation on file for special dietary needs: Check to ensure that medical documentation is on file for the participants with special dietary needs. List the participants with food allergies who had no documentation on file. Write as a finding. The medical statement must be signed by a recognized medical authority and should specify the food(s) to be omitted from the diet and recommend a choice of foods that may be substituted. (Note: If substitutions are made due to religious beliefs, required documentation from the parents must be on file.)

Invoice/receipts are available: Request to see all invoices and receipts to support the CACFP expenses claimed for the previous month. If no invoices or receipts are on file, write as a finding.

Meal Count records accurate and up-to-date: Request to see the meal count records for the current month. Observe if the meal count records are accurate and up to date. If not, write as a finding.

Nondiscrimination “And Justice for All” poster displayed: Observe to see if an up-to-date “And Justice for All” poster is displayed in a prominent location, if not, write as a finding.

Facility license/certification posted: Observe to see if a current license or certification is posted, if not, write as a finding.

Title XIX or XX certification (private for Profit centers only): Observe to see if the center has current documentation on file to meet the Title XIX or XX certification. If Title XIX or XX certification is not on file, check to see if the F/RP eligibility applications are on file to meet the certification. If not, write as a finding.

Daily Delivery tickets of catered meals are on file to support meals claimed: Review all delivery tickets for the current month. If some deliver tickets are missing or not on file, write as a finding. If the center does not cater their meals, check “N/A”.

Findings:

If any program violations were identified, record the detailed findings in this section. Documentation must include what, when, where, and how many if applicable. (*i.e: On April 1, 2005 ten breakfasts had a missing fruit/vegetable component.*)

Suggestions:

Record any suggestions that the Sponsoring Organization Representative may have that would benefit the center in this section.

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Center Name: Record the name of the center being reviewed.

F. Health/ Safety/ Sanitation (Check the appropriate response)

1. Check to ensure that the refrigeration units are clean and maintained at the required temperatures. The temperature of the refrigerator should be 40 degrees or less. If temperature is higher than 40 degrees, write as finding. If no thermometer is in the refrigerator, write as a finding.
2. Check to ensure that food is properly stored in the refrigeration units and in dry areas. Opened foods should be covered or sealed. Food should be stored off the floor at least 12 inches. If not, write as a finding.
3. Check to see if there is evidence of rodents or insects in the center. If there is evidence of insects or rodents, write as a finding.
4. Check to ensure that nothing poses a fire, health or safety hazard at the center. If problems are observed are minor, write as a finding. If the problem is major, adhere to the suspension procedures set forth in 7 CFR 226.17(4)(i).
5. Observe preparation and serving of food to see that generally accepted health and sanitation practices are being used. If accepted good health and sanitation practices were not used, write as a finding.
6. Check to see that the sanitation inspections have been recently conducted. Sanitation inspections should be done semi-annually, 1 completed between Jan 1 and June 30, the other between July 1 and Dec 31. If the inspection has not been completed with in the last year, write as a finding.
7. Check to see that the fire department has made a recent inspection. The fire inspections should be annually. If the inspection has not been completed with in the last year, write as a finding.

Findings:

If any program violations were identified, record the detailed findings in this section. Documentation must include what, when, where, and how many if applicable. (*i.e: On day of review, April 1, 2005, sponsoring organization representative observed there was no thermometer in the refrigerator.*)

Suggestions:

Record any suggestions that the Sponsoring Organization Representative may have that would benefit the center in this section.

12. Complete ONLY if NO problems/ errors are found:

If no findings were recorded during the review, the center representative and sponsoring organization representative must sign and date. If findings were recorded, do not sign in Section 12. Skip to Section 13 to complete.

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Sponsoring Organization Name: Record the name of the Sponsoring Organization.

Center Name: Record the name of the Center.

Date: Record the date(s) the review was conducted.

Agreement Number: Record the Sponsoring Organization's CACFP agreement number.

13. Summary of Findings: Complete this section only if findings were recorded in the review.

Review page/ item #: Record the page and item number of the finding cited.

Brief Description of Findings: Write a brief description of each finding from the review next to the appropriate page and item #. (*i.e. April 2005 meals with missing components served and claimed.*)

Corrective Action Needed: Write an appropriate corrective action (CA) that the day care center needs to complete in order to be in compliance for each finding. (*i.e. Serve and claim only meals that have the required meal components in adherence to §226.20.*)

Corrective Action Due Date: Record a date that the CA is to be completed by the center.

On-Site Follow-Up: Record "Yes", if the sponsoring organization's representative will return to the center to ensure that the corrective action was completed. Record "No", if the sponsoring organization's representative will not return to the center to ensure that the corrective action was completed. If the sponsoring organization's representative will not make an on-site visit, the center must mail/fax the corrective action(s) to the sponsoring organization's representative.

The center's representative and the sponsoring organization's representative must both sign and date the review.