CACFP Sponsored Adult Care Center (Site) Review Form

Iowa Child and Adult Care Food Program

Requirement: Sponsors must adequately train, supervise and review sponsored centers (sites) to ensure that CACFP requirements are met. Site reviews must be completed and documented before CACFP participation, and 3 times per fiscal year for sites with 12 claims. If the site has 5-11 claims do 2 reviews, if 1-4 claims do 1 review. Review averaging option: Sites with 12 claims may receive 2, 3, or 4 reviews if the total number of reviews for all sites equals 3 times the number of total sites and the State is notified in the management plan that review averaging will be used. Review averaging cannot be used for sites with serious deficiencies. No more than 6 months may elapse between reviews, and no more than 9 months may elapse when 2 reviews are conducted, from one fiscal year to the next. If doing 2 reviews, both must be unannounced, one of which must be at mealtime. Unannounced reviews must be conducted at varied meals and intervals so sponsored center sites cannot predict when reviews will take place. The meals reviewed should be roughly proportional to the meals claimed. *Centers may receive announced or unannounced visits at any time from any CACFP governmental official. Proper ID must be available from any review official.* Required review items are highlighted.

1. REVIEW INFORMATION Fiscal year reviews: Pre-approval ☐ 1st ☐ 2nd ☐ 3rd ☐ Review averaging: Y☐ N☐

Sponsor name: _____ **Site name:** _____

THIS REVIEW: Date:_____ *(Some items, marked with a √, may need to be completed before the review).*

Reviewer: _____ Arrival: _____ Departure: _____ Announced☐ Unannounced☐ Meal Visit☐

√ If visit is at meal time, list meal time submitted on site application to State Agency: _____

- Inspection/accreditation/approval expiration date: _____ Capacity: _____
- Was the center over capacity on the day of the review? Y☐ N☐

√ Are enrollments updated annually? Y☐ N☐

- Are attendance records current? Y☐ N☐ If no, meals may not be claimed for participants not in recorded attendance and staff must be trained to ensure attendance records are current.
- Is attendance recorded separately from meal counts? Y☐ N☐

√ **LAST REVIEW:** Pre-approval ☐ 1st ☐ 2nd ☐ 3rd ☐
Date: _____ Announced☐ Unannounced☐

Reviewer: _____
Meal observed last review: B A L P S E None

Were there any required changes from the last review? Y☐ N☐
If yes, record on back.

Were any serious deficiencies identified? Y☐ N☐
(If yes, the current review must be unannounced.)

MISC. :

- Total daily attendance observed at this review: _____
- Are participants signed in/out? Y☐ N☐ n/a☐

2. MEAL OBSERVED: (circle) B A L P S E Non-Meal Visit Answer Y, N or n/a for each group.

Enter group→						**Comments**
Was meal served within ½ hour of State approved time?						
Was meal adequately supervised?						
Was the meal served family style? If yes:						
• Was enough of each required food on table at beginning of meal for each person seated to have a full serving?						
If staff served food, were the required amounts served at the beginning of the meal?						
Was mealtime atmosphere pleasant?						
Was an accurate meal count taken at mealtime?						

Record foods served and serving sizes or check if Non-Meal Visit ☐			
Meal Component	**Food Served↓**	**Amount Served↓ (total or individual serving sizes)**	
Milk			Did each participant receive the minimum required amount of food? Y☐ N☐
Meat/Meat Alt			
Grain/Bread			Were meal pattern requirements met? Y☐ N☐
Grain/Bread			
Fruit/Veg			
Fruit/Veg			Comments:
Other			
Total served			
Attendance			

4. SAFETY/SANTATION	**Yes**	**No**	**N/A**	**Comments**
Are washing facilities adequate and accessible?				
Do participants and staff wash hands at appropriate times?				
Are dining tables washed and sanitized before and after meals?				
Are the refrigerator(s) clean and at a temperature 32°-41°F?				
Are the freezer(s) clean and at a temperature of 0° F or below?				
Are cold storage temperatures monitored and recorded?				
Are disposable gloves or clean utensils used to directly handle food?				
Is the three step manual dishwashing procedure followed (wash, rinse, sanitize one minute in solution of 1T. bleach to 1 gallon of cool water; air dry).				
If the center has a commercial dishwasher, does it use an appropriate chemical sanitizer and reach required temperatures (120° F) for the wash cycle OR reach required temperatures for the rinse cycle (160° F).				
If a household dishwasher is used, does it have a thermostat that senses a temperature of 150° F or higher before the machine advances to the next cycle OR is a separate hot water heater connected?				
Are transported foods kept at safe temperatures (<41°F, cold foods & >135°F, hot foods)?				
Is an appropriate sanitizer used on tables and food contact surfaces? List: _____.				
If bleach is used for food contact surfaces, is it mixed properly (daily & 1 tsp. /qt. water)?				
If bleach is used for classroom tables, is it mixed properly (daily & 1 T./qt. water)?				
Is the food preparation area separate from the activity areas and is access restricted to authorized individuals?				
Are food temperatures for entrees monitored and recorded?				
If cloth towels are used, are they used only once, then washed and stored in a clean, covered container?				
Is non-refrigerated food stored 6" or more above the floor in clean, ventilated areas & in original or appropriate/insect proof containers?				
Are bulk foods and leftovers labeled and dated?				
Are regular written cleaning schedules followed?				
Are food storage areas free of pests, cleaning supplies and medicines?				
Does the center have a 72-hr dated, rotated supply of food & water for all children & staff in case of emergencies?				
5. CIVIL RIGHTS				
Is an "And Justice for All" civil rights poster on display in a public area?				
Are families given the "Building for the Future Brochure" upon enrollment?				
Are racial/ethnic data questions completed on enrollment forms? (Staff must complete if the individual or family did not record anything.)				
Have all staff at this site received annual Civil Rights training? (Training must be documented.)				
Are all allowed access to center services and are meals served equally to all participants regardless of race, color, sex, age, disability and national origin?				
Are participants separated by gender for meals or other activities?				

6. RECORD KEEPING

FIVE-DAY RECONCILIATION: Compare the meal counts to attendance and enrollment information for five consecutive days using the center site's records for each meal type (B=breakfast, A=am snack, L=lunch, P=pm snack) claimed during the current or last claim month. Complete the reconciliation for 10% of the participants enrolled at the site (or a minimum of five participants). To claim meals for participants, they must be enrolled and recorded in attendance at the time meals are served. If participants are claimed when they are not enrolled or not in attendance, this is a discrepancy. The meals must be removed from the claim for reimbursement and a revised claim submitted, if applicable.

Participant's Name↓	Record Attendance Dates ↓					Date of Meal Participation:				Date of Meal Participation:				Date of Meal Participation:				Date of Meal Participation:				Date of Meal Participation:				Enrollment (Must be enrolled)	**Discrepancy Y☐ N☐
	12	13	14	15	16	B	A	L	P	B	A	L	P	B	A	L	P	B	A	L	P	B	A	L	P		
Example	X	X	X	X	-	X	X	X		X	X			X	X	X		X	X	X		-	-	-		9/1/2012 7 am-4:30 PM M-F BALP	No-OK
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10.																											

	Yes	No	N/A	Comments
Are meal participation records up to date (recorded for the last meal served)?				
Are medical statements on file for participants who are unable to follow the CACFP meal pattern?				

7. MENUS AND FOOD PRODUCTION RECORDS

Are daily dated menus and food production records on file for all meals served?				
Are menus posted in the kitchen and in each room where food is served?				
Are meal substitutions recorded on menus & food production records? (Records should match.)				
Do menus offer a healthy variety of colors, flavors, textures, shapes, temperatures, familiar and new foods?				
Do menus include a daily serving of vitamin C food?				
Do menus include 3 or more servings of vitamin A foods per week?				
Do menus include fresh fruits and vegetables at least three times per week?				
Are sweets limited to twice per week a snack?				
Are sweets counted toward the grain/bread component at lunch?				
Are whole grains served at least half the time?				
Was a food production record completed for the observed meal and did it document that minimum required amounts of food were prepared?				
Are preserved, processed and higher fat meats and entrees limited to one serving/week?				
Is skim or 1% milk served to participants?				
Are CN labels and recipes available for contracted meals when applicable?				

8. TRAINING

	Yes	No	N/A	Comments
Do key staff * have <u>at least</u> 1.5 hours of CACFP training prior to Program operations or within the last year, and enough to do duties correctly? (Staff may need more than 1.5 hours to correctly perform CACFP duties.)				

If no, list CACFP staff, training topics needed and when this will be provided: (List staff names, topics and dates)

9. TEAM NUTRITION

Do participants have several daily opportunities to learn about food, healthy eating and physical activity?				
Do participants have opportunities for physical activity?				
Do participants have weekly planned food or nutrition activities?				
Do families receive information on center nutrition and physical activity policies when they enroll?				
Do participants with special needs have their nutrition and physical activity needs provided for while they are in care?				

10. FINDINGS	
√ **LAST REVIEW: List any required changes from the last review and describe sponsor activities completed to address them:** Check if n/a☐ Have required changes from previous review(s) been maintained? Y☐ N☐ (if no, explain):	
THIS REVIEW: **Required changes from this review:** Check if n/a☐ ☐ Check here if any serious deficiencies were found. Identify which findings were serious deficiencies:	**Corrective action plan to address required changes:** Check if n/a☐
Good management practices observed:	
Recommendations:	
Reviewer Signature:	**Center Staff Signature:**

*"Key staff" that must receive yearly CACFP training are private for-profit center owners, staff with CACFP responsibilities including but not limited to administrative and foodservice staff, site monitors, all teachers/staff with mealtime responsibilities, and volunteers or board members with primary CACFP mealtime and/or decision-making responsibilities pertaining to the claim.