

Pre-Approval Review Form Child & Adult Care Food Program (CACFP)			Date of Review:		Arrival Time: _____ Departure Time: _____	
Site:			Sponsor:			
License Posted (if applicable): Expiration Date: _____ Licensed Capacity: _____			Reviewer:			
<input type="checkbox"/> Breakfast ____:____-____:____	<input type="checkbox"/> AM Snack ____:____-____:____	<input type="checkbox"/> Lunch ____:____-____:____	<input type="checkbox"/> PM Snack ____:____-____:____	<input type="checkbox"/> Supper ____:____-____:____	<input type="checkbox"/> Eve Snack ____:____-____:____	
Attendance & Eligibility Information			Yes	No	N/A	Comments
1. Attendance records are complete and current to document children's attendance.						
2. The site is at/within registration/licensed capacity, and the site/child ratio. If "NO", explain. If the site is not licensed, indicate N/A.						
3. The intended population of children to be served are within regulatory age limits. If "NO", explain.						
Sponsor Training			Yes	No	N/A	Comments
3. The site staff have received training in the following areas: <ul style="list-style-type: none"> <li>• Meal Pattern Requirements</li> <li>• Meal Records</li> <li>• POS Meal Counting Procedures</li> <li>• Recordkeeping Requirements</li> <li>• Reimbursement System</li> <li>• Claim Submission and Review Procedures</li> <li>• Civil Rights</li> </ul>						
4. Date: _____						
Recordkeeping Requirements			Yes	No	N/A	Comments
5. Recordkeeping requirements were explained and discussed with the site.						
6. Meal counting requirements were explained and discussed with the site.						
7. Site is willing and able to maintain required records daily?						
Health/Safety/Sanitation			Yes	No	N/A	Comments
8. The refrigeration units are clean and maintained at required temperatures with working thermometers.						
9. The cooking and preparation areas are clean and maintained.						
10. Food is properly stored in the refrigeration units and in dry areas at least 6" off the floor.						
11. Cleaning supplies and other toxic materials are safely stored out of the reach of children and away from food.						
12. The meal preparation and service areas are free of animals, rodents, and insect infestation.						
13. The space is free of fire, health & safety hazards.						
14. Dishes are washed in a dishwasher with a rinse and sanitizing cycle ( ) or dishes are hand-washed in hot soapy water, rinsed in hot water, sanitized with chlorine bleach						

rinse (1 tablespoon bleach per gallon of hot water) for one minute and air-dried ( ).				
<b>Civil Rights</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
15. The site allows all participants equal access to its child care services and facilities regardless of race, color, sex, age, disability, or national origin.				
16. The site serves meals to all enrolled participants equally regardless of the child's race, color, sex, age, disability, or national origin.				
<b>Summary of Visit</b>				
<b>Notes/Comments:</b>				
<b>Technical Assistance Provided/Recommendations:</b>				
<b>Site Supervisor or Representative:</b>				
<b>Sponsor Representative:</b>				