

CACFP Site Review Form Instructions

Purpose

This document serves as a set of instructions for Sponsoring organizations completing CACFP monitoring reviews of their sites.

Sponsors must schedule, conduct, and document site reviews for all sponsored sites annually. Effective monitoring is necessary to ensure sites operate according to Program guidelines and regulations and that accurate records are maintained to justify reimbursement for properly served meals. Monitoring also ensures participants receive nutritious meals. To be an effective monitor, enough time must be spent at each site to review the CACFP operations. It is crucial that monitors understand CACFP requirements in order to identify problems and recommend strategies to resolve issues.

Prior to the Review

On the Site Review Form, the top section of page one can be completed prior to conducting the review. This information is available on the site application and should be verified during the review to ensure information is still current and up to date.

- Record the date of the review and the reviewer's arrival and departure times.
- Indicate the name of the Sponsor and the individual conducting the review.
- Circle whether this is a 4 week, first, second or third review.
- Circle whether the review is unannounced or announced.
- Indicate the site information, including the site name, licensed capacity and expiration date of the registration or license. If the registration/license is due to expire soon, it is recommended that the site be reminded to begin the renewal process during the review.
- Check the boxes to indicate the meals that the site is approved to claim. Record approved meal service times from the application. During the review, ask the site supervisor to confirm meal service times. Serving meals in shifts must be noted on the application. Make necessary changes on the application if meal service times have changed.
- This section should be completed prior to the review, by reviewing previous monitoring forms for any possible repeat discrepancies, corrective action and required follow-up. While conducting the review, the monitor should pay special attention to areas where prior findings occurred to ensure that they have been fully corrected.

Attendance and Eligibility Data



1. Indicate whether the site has complete and current attendance records to document all participants in attendance.
2. Indicate whether the site meets the licensing capacity and within the site/participant ratio requirements. If not applicable, please indicate N/A.
3. Indicate whether the site has complete and current enrollment and income eligibility forms on file for the participants in attendance and participating in the meal service. If not applicable, please indicate N/A.
4. Indicate whether the meals are served to eligible and enrolled participants within the regulatory age limits.

Sponsor Training

The following series of questions related to training are designed to obtain information on the effectiveness of Sponsor training and to provide the Sponsor with feedback for improvements.

5. Indicate whether the site has attended Sponsor training within the last year and the date of the last training attended from the Sponsor. If the site has not attended training within the last year, the site is out of compliance and must be assigned corrective action.
6. Interview site staff to determine if the training was helpful and useful to their operations. If No, determine if additional training is necessary or training methods need to be revised. Note this information in this section.
7. Ask the site staff whether they have recommendations for training. Note their recommendations in this section and consider incorporating into annual CACFP training.

Health, Safety and Sanitation

Determine if reasonable health, safety, and sanitary conditions exist at the site. Any findings and technical assistance provided should be noted. Any serious problems should be discussed with site staff and immediately brought to the attention of the Sponsoring organization and other State agencies as appropriate.

8. Indicate whether the refrigeration units are cleaned and maintained at required temperatures. Sites must maintain installed, working thermometers in refrigeration and freezer units.
9. Indicate whether the cooking and preparation areas are cleaned and maintained.
10. Indicate whether food is properly stored both in refrigeration units and in dry areas. Ensure food is stored at least 6 inches from the floor.
11. Indicate whether cleaning supplies and other toxic materials are safely stored out of reach of participants and away from food storage.
12. Indicate whether the meal preparation and service areas are free of rodents and insect infestation.
13. Indicate whether the site space is free of fire, health, and other safety hazards.
14. Indicate whether the food service operations were conducted in compliance with generally accepted health and sanitation practices. This includes frequent washing of hands, preparing food in sanitary measures, etc.
15. Indicate whether the site staff wore hair restraints when preparing or handling food.

16. Indicate whether the site staff and participants washed hands prior to food handling and eating.
17. Indicate whether dishes are washed in a dishwasher with a rinse and sanitizing cycle or whether they are hand-washed, rinsed, sanitized, and air-dried.

Observation of Meal Service

- Indicate if a meal is being observed as part of the review. Reviewers should attempt to observe as many meal services as possible. At least one unannounced visit must include a meal service.
 - During the review, indicate the meal service observed and record the actual start and end times of the meal service. The reviewer is required to observe the entire meal service as sites may only serve and claim meals during their approved meal service times. Complete question 19 on page 2 with this information.
 - Check the boxes to indicate the meal service style the site is approved to implement. During the review, ask the site supervisor to confirm meal service style(s). Make necessary changes on the application if the meal service style has changed. Please note that Offer vs. Serve is only applicable to Adult Day Care Centers and At-Risk programs.
18. Indicate whether the site has daily, dated menus and meal records for all meals served that are available and up to date for the current month.
 19. Indicate whether the site served the meal at the approved, scheduled time. If No, indicate if the Sponsor was informed of the change.
 20. Indicate whether the site served provided meals in the approved meal service style. If No, indicate if the Sponsor was informed of the change.
 21. Compare the food items served on the day of review to the planned menu prepared by the site. Determine if the site documented the substitutions on the menu.
 22. Observe and determine that the meal contains all the required components. If meals were served missing required components, record the number of meals with missing components which will be disallowed on page 5.
 23. Observe and determine the required components were prepared and served in appropriate quantities to each age group. If insufficient quantities were served, indicate the components prepared and served in insufficient quantities. The reviewer should attempt to provide technical assistance during meal service to correct this error and ensure meals served will be eligible for reimbursement.
 24. Meals served to children should incorporate a combination of colors, temperatures, textures, shapes, and sizes. If the observed meal does not reflect this, provide technical assistance to the site to encourage variety and eye appeal of meals.
 25. A positive and pleasant meal environment promotes good eating habits for children. If the meal service is not positive or pleasant, provide technical assistance to encourage the site to improve the meal service environment.
 26. Determine if the required medical statements are on file for all substitutions related to special dietary needs that are made outside of meal pattern requirements. If necessary medical statements are not on file, assign corrective action.

27. Determine whether no more than one component was supplied by the parent/guardian for claimed infant meals. If parents or guardians of infants ages 6-11 months are providing more than one component, assign corrective action.
28. Observe and determine whether an accurate count is taken at the point of service. An accurate system is one based on an actual count of children served and must consistently yield correct results. Meal counts must never be based on attendance or number of meals left over. If an accurate count is not being taken at the point of service, assign corrective action to ensure the site begins taking accurate meal counts at the point of service to reflect actual meals served.

During meal service, observe and record the food items and portion sizes prepared and served. Determine if food items were creditable and enough was prepared to meet the required serving sizes for the appropriate age groups. This includes reviewing meal records and visually observing the portion sizes provided to determine if portion sizes and meals meet meal pattern compliance.

Reconciliation of Meal Counts

29. Record the meal count for the meal observed and all other meals claimed for the day up to the time of visit. For example, if pm snack is observed, you should record meal counts for breakfast, lunch, and pm snack.

Obtain a copy of the attendance records and meal counts for each meal type claimed for five previous serving days and record the counts in the chart provided. Verify that counts are reasonable and supported by enrollment forms and attendance information. Meal counts may never exceed attendance. Discrepancies must be noted, and follow-up visits should be conducted as needed.

Civil Rights

30. Indicate whether the And Justice for All poster containing the non-discrimination statement is on display at the site. If it is not, the Sponsor must contact the State agency to acquire a poster for the site. The Sponsor must document this finding and assign corrective action.
31. Indicate whether the Building for the Future poster is on display at the site. If it is not, the Sponsor must document this finding and assign corrective action.

Summary of Findings

All issues or errors found during the review will be listed. Describe each finding with sufficient detail, assign corrective action and a date in which the corrective action must be completed by. Findings must be discussed with the site at the end of the review. The monitor should take the time to provide technical assistance and ensure site staff clearly understand the issues and the requirements of the corrective action. Corrective action plans submitted by sites must clearly address the identified problems and outline the steps the site will take to fully and permanently correct the deficiency. The reviewer should ensure that the summary corresponds to all findings noted in the review form. If follow-up visits are conducted, the date should be documented. The Sponsor must document the date that the site has corrected the finding(s) of noncompliance.

Meal Pattern Errors

List any meal(s) disallowed that was identified during the meal observation and/or the review month. Indicate the date the meal was served, the meal type, the missing component and number of meals claimed for reimbursement. The Sponsor is responsible for disallowing meal(s) that do not meet meal pattern compliance.

Notes/Comments

The Sponsor may document notes or comments related to the review. This may include any important information related to the site review that was not captured otherwise on the review form.

Technical Assistance Provided

Technical assistance should be provided during all reviews on ways to improve the nutrition status and meal service operations. Site staff should have a working knowledge of the principles of nutrition, menu planning and food preparation.

Recommendations

Note all recommendations offered to the site. List any materials left with the site to assist in improving their operations.

Prior to obtaining signatures, review the form to ensure each question has been addressed. The Comments boxes should be used to capture sufficient detail of each part of the review.

The reviewer and site supervisor or representative must sign and date the review form following the end of the review. The site supervisor/representative must not be the same person as the reviewer.

This institution is an equal opportunity provider.