

10. **Completed Documents on File:**

Document	Yes	No	N/A	Comments
Current/Permanent Agreement				
Sponsor Management Plan				
Procurement Standards				
Program Application <i>(For each approved center)</i>				
CACFP Memos				
Certificate of Incorporation or Formation Papers				
Current Schedule A				
Claims for Reimbursement				
News Release				
Does the sponsor provide and post at each site, Building for the Future materials for the parents of each enrolled child				
Is the nondiscrimination poster "And Justice For All" posted in a prominent area				
Title XX/XIX Documentation (Proprietary Sponsors Only)				
Does the agency have a system in place to monitor outside employment of all CACFP staff to ensure that outside employment does not conflict with CACFP responsibilities and other ethical issues				
Has the agency or any of the sponsored centers been disqualified from participation in any other publicly funded program for violating program requirements				
Is there evidence of implementation of the Household Contact Policy where necessary				
Agency maintains all program records for five years.				

11. **Eligibility/Enrollment** *(Not Applicable to At Risk or Homeless Centers):*

	Yes	No	N/A	Comments
Does the sponsor use the current eligibility application provided by the CACFP, which includes normal hours of days in care, and meal types provided				
Are the eligibility applications for the reviewed month(s) signed and dated within 12 months				
Was the current Family Size and Income Scale used to determine the applications				
Does the sponsor use the current CACFP parent letter signed by the agency/center				

11. Eligibility/Enrollment *(Continued):*

	Yes	No	N/A	Comments
Are current enrollment documents available for all participants determined in the paid category where eligibility applications are not on file				
Is there a current eligibility record on file, which list all enrolled participants				
Is there a complete and current eligibility application for every participant				
Is the eligibility determination correctly noted on the eligibility record for each participant				
Head Start Sponsors Only:				
a) Does the sponsor have a list of participants enrolled and income-eligible for the Head Start Program that is signed by a Head Start official				
b) Are current CACFP eligibility applications on file for those enrolled participants not included on the Head Start list				

12. Eligibility Application Worksheet:

List the deficiencies identified for the eligibility applications on the following form *(Continue on addendum if necessary)*.

Participants Name	Sponsor Determination	Determination Per Review	Deficiency/Problem/Comments
1.			
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16. Meal Count Records:

	Yes	No	N/A	Comments
Did the sponsor keep daily meal count records for the reviewed month				
Were attendance records used to record or report meal counts				
Were staff meals included in the meal counts				
In child care centers, were meals served to participants over the age of 12 included in the counts <i>(Age 18 for At Risk/HOSH)</i>				
Did the sponsor claim only the meal types approved by CACFP				
Did the sponsor claim no more than three meals per participant per day, one of which was a supplement <i>(HOSH may be approved for 3 Main Meals)</i>				
Did the sponsor correctly consolidate and report the total meal counts and meal types at the proper rate of reimbursement for each participant. If no, explain.				
Does the sponsor review and monitor centers for meal verification				
Were meals recorded/claimed for participants when marked absent				
If meal verification is not monitored, explain the sponsor's procedures on how they will ensure meal verification will be monitored.				

17. Adult Day Care Food Program Only:

	Yes	No	N/A	COMMENTS
Are there participants under the age of 60 who are not functionally impaired				
Are meals served to these participants included in the meal counts claimed for reimbursement				
Is there a system in place to identify meals served to Title III, institutionalized participants				
Is there a description or schedule of a structured, comprehensive program that provides a variety of health, social and related support services				
Is there an Individual Plan of Care on file for each eligible participant				
Is there a fire certificate displayed in a conspicuous place				

18. Emergency Shelters Only:

	Yes	No	N/A	Comments
Does the shelter maintain separate meal counts records for CACFP participants				
Does the shelter only claim meals that are served in a congregate setting				

19. At Risk Only:

	Yes	No	N/A	Comments
Did the sponsor only claim reimbursement for approved centers				
Does the program claim only the approved meals				
Is the attendance zone letter on file				
Is there a certificate of occupancy				
Is there a fire certificate displayed in a conspicuous place				

20. Meal Count Totals:

Total Number of Meal Service Days: _____ Total Attendance: _____ Total ADA _____

Month	Per Claim	Per Review	Overclaim Meals	Underclaim Meal	Comments
Breakfast	F R P Total	F R P Total	F R P Total	F R P Total	
Lunch	F R P Total	F R P Total	F R P Total	F R P Total	
AM Snack	F R P Total	F R P Total	F R P Total	F R P Total	
PM Snack	F R P Total	F R P Total	F R P Total	F R P Total	
Dinner	F R P Total	F R P Total	F R P Total	F R P Total	

21. Menus/Meal Pattern Requirements:

	Yes	No	N/A	Comments
Are daily, dated menus available for all meal types being claimed				
Are substitutions/additions/ deletions noted on menus				
Are cycle menus utilized				
Do the menus reflect good variety that meets the minimum USDA requirements as specified in the Child and Adult Care Food Program Schedule B				
Is the proper milk purchased for the appropriate age groups (less than 2 years whole milk, over 2 years 1%)				

Menus/Meal Pattern Requirements *(Continued)*

	Yes	No	N/A	Comments
If the center serves commercially prepared products to fulfill one or more component, are they CN products				
Does the center have infants less than one year old				
Are signed and dated parent notification forms on file for infants whose parents provide formula				
Is there an individual infant menu for each enrolled infant				
Is the form for variation in meal requirements for religious reasons on file				

Menus/Meal Pattern Requirements - List of Deficient Meals:

DATE	MEAL TYPE(S)	DEFICIENCY(IES)

22. Milk:

Month	Ages	Milk Required	Milk Purchased/Verified	Insufficient Milk
	Ages 1-2			
	Ages 3-5			
	Ages 6-12/Adult			

23. (Head Start Sponsors Only):

	Yes	No	N/A	Comments
Is any portion of the Head Start grant for this FY earmarked for food service costs				
If yes, indicate the amount of the Funds:	Amount \$ _____			
Did the sponsor use CACFP reimbursement first to pay for food and nonfood costs				
Did the sponsor claim any food service costs, such as labor costs, both under the CACFP and Head Start Program				

24. Food Service Operating/Administrative Costs:

	Yes	No	N/A	Comments
Does it appear that the sponsor is using all of its CACFP reimbursement for its food service operation				
If not, does it keep tract of the amount of surplus reimbursement				
Are time and attendance records maintained for personnel who do not spend their full time performing food service duties				
Does the sponsor receive any other public or private funds for its operation				
Does the sponsor charge enrolled participants separately for meals				
Does the sponsor charge program staff for meals				
Operational Costs <i>(Verify Either Bills Paid or Cost Incurred)</i>	Bills Paid		Cost Incurred	Comments
Month: _____				
Reimbursement Payment			\$ _____	
Food	\$ _____		\$ _____	
Nonfood	\$ _____		\$ _____	
Equipment <i>(Purchased or Repaired)</i>	\$ _____		\$ _____	
Food Service Labor	\$ _____		\$ _____	
Administrative Costs <i>(Note: Total Administrative Costs cannot exceed 15% of CACFP reimbursement)</i>				
Administrative Labor	\$ _____		\$ _____	
Administrative Other	\$ _____		\$ _____	
Total Cost Verified by Review			\$ _____	

Comments:

25. Food Service Contracts:

Documents	Yes	No	N/A	Comments
Does the Sponsor have the initial CACFP standard contract on file				
Has the contract expired				
Is there a current one year food service contract addendum on file				
Did the sponsor use the appropriate bid procedures				
Are signed and dated daily delivery slips available for all meals delivered				
Do the daily delivery slips contain all of the appropriate information				
Is the number of meals delivered consistent with the attendance record				

26. Disbursements:

	Yes	No	N/A	Comments
a) Are any program payments maintained in an interest bearing account				
b) If yes, is the interest earned recorded as income to the program				
Sponsoring Organizations Only:				
a) Are all program payments disbursed to the sites within 5 working days of receipt				
b) Are all program payments maintained in a non-interest bearing account from the dated of receipt until the date of reimbursement				

27. Training:

	Yes	No	Comments
Has the sponsor conducted the required annual training for all appropriate food program staff List Training Dates: Recording Keeping _____ Sanitation _____ USDA Meal Requirements _____ Meal Service _____ Civil Rights _____			
Did all new staff members who are involved with food service or CACFP record keeping receive training on the program			
Is training documented on the required CACFP training form and supported by agendas, sign-in sheets, etc.			

28. Monitoring (Sponsoring Organizations Only):

	Yes	No	Comments
Did the sponsor use the monitoring form required by the State Agency			
If no, did the sponsor have its own form approved by the State Agency			
Based on the number of monitoring visits conducted to date and the monitoring schedule, does it appear that the minimum monitoring requirements will be met in this agreement year			
Did the sponsor notify all sites of the unannounced visit policy			
Is the sponsor conducting unannounced monitoring visits			
Are the monitoring reports kept on file			
If problems were found during the monitoring visits, did the sponsor do follow-up visits to ensure center(s) took corrective action			
Is the timeframe for corrective action reasonable for problems identified			
Are records of the corrective action on file			
List the number of times the site has been visited By the sponsor during the current agreement year _____			
List the month(s) when the monitoring occurred: _____			

29. Civil Rights Requirements:

	Yes	No	Comments
A public announcement has been made through the media stating that the program is available to all persons regardless of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the department			
The sponsor/institution makes CACFP information available to the public upon request			
Materials provided by the sponsor/institution explain the CACFP to household members includes the nondiscrimination statement and the procedure for filing a complaint			
The sponsor collects racial/ethnic data for enrolled participants at each center annually. Is this information kept on file			
The sponsor allows equal access to its programs, regardless of race, color, national origin, sex, age, or disability			

	Yes	No	Comments
Does the sponsor appear to be in compliance with Title VI of the Civil Rights Act of 1964 and all subsequent legislation			
Documentation of annual civil rights training (power point) is on file, and for new staff as hired to include agenda listing specific topics, date, and sign-in sheets for attendees			
Current version of the USDA nondiscrimination policy statement (stickers) is included on all organization materials (parent handbooks, brochures, fliers, promotional materials, menus) that mention USDA or the CACFP.			
Complaint forms, written procedures, and logs are available to receive complaints alleging discrimination.			

Comments:

Review Findings:

Does a potential overclaim exist based on the findings?

Yes _____ No _____

Is a follow up visit necessary? Yes _____ No _____

List any deficiencies detected by the review and the recommendations for correcting them.

<i>Review Item #</i>	<i>Brief Description of Findings</i>	<i>Corrective Action (C.A.) Required</i>

All concerned persons should recognize that while the Administrative Review covers certain fiscal aspects of the Child and Adult Care Food Program, it should not be viewed as a comprehensive audit. A detailed letter will be mailed to your agency under separate cover.

In accordance with § 226.6, we understand that we must demonstrate that our agency is in compliance with the performance standards set forth therein to operate the Child and Adult Care Food Program (CACFP). We certify that the above information, as discussed during the exit conference, is true and correct and may be verified by documents at this center.

*We have been notified and received a copy of the findings at the time of the review with guidance to reevaluate our agency's food service operation and administrative cost record, and to implement corrective action **immediately, completely, and permanently** to ensure that the Program is operating properly. Failure to do so will result in a seriously deficient determination, which is not appealable.*

Signature of Sponsor Representative

_____ Date

Signature of Sponsor Representative

_____ Date

Signature of Reviewer

_____ Date

CHILD AND ADULT CARE FOOD PROGRAM
ADMINISTRATIVE REVIEW FORM
Eligibility Application Worksheet
(Addendum)

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