

Preparing for Your Administrative Review

- 1) You will receive:
 - a) Administrative Review Appointment Letter
 - b) Administrative Review Checklist
 - c) Administrative Pre-view Fact Sheet
- 2) Prepare your center (clean facility, i.e. meal service areas, review sanitation procedures, post required documents, etc.).
- 3) Review CACFP Procedures (meal counts, daily attendance, CACFP contracts, etc.).

