

Program name: _____

[Pick the date]



**Hawaii
Child
Nutrition
Programs**

CACFP Program Review Tool

		COMPLIANT	YES	NO	N/A
	Institution Records				
1002	The Institution maintains all Program records required by USDA and the State agency.				
1004	Records are retained for no less than 3 years after the date of submitting the final reimbursement claim for the fiscal year to which the claim pertains, or for as long as may be required if audit findings have not been resolved.				
1006	The Institution maintains copies of its State Agency - Institution Permanent Single Agreement and copies of documents submitted to the State Agency to support the Institution's eligibility and approval to participate in the CACFP.				
	The Institution maintains copies of Program Year applications plus all supporting documentation that was submitted to the State agency as part of the application.				
1008	All records necessary to conduct the CACFP Institution compliance monitoring review were available to reviewers.				
1010	The Institution maintains copies of contracts with Food Service Management Company/Companies or Vendor(s) preparing and or delivering meals to the Institution's Center(s) or facilities.				

	Licensing Records	YES	NO	N/A
1011	The Institution ensures that each of its sponsored facilities required to be licensed or approved is currently licensed or approved or is in compliance with procedures to renew licensing or approval.			
1012	The Institution ensures that its center has a current Child Care Center license/certificate of registration or current approval, or is complying with procedures to renew licensing/certificate of registration or approval.			
1013	The Institution ensures that its Adult Day Care Center has a current adult day care license or documentation of current approval granted by a State or local authority, and/or is in compliance with applicable procedures to renew licensing or approval.			
1014	When Federal, State, or local Licensing or Approval are not available, the Institution, or sponsoring organization on behalf of its sponsored facilities, has alternate child care standards approval by providing proof of health/sanitation and fire/safety permits or certificates.			

	Health & Safety Inspections	YES	NO	N/A
1015	The Institution ensures its independent center or each of its sponsored facilities has a food service operation that complies with applicable State and local health and sanitation requirements.			
	For an independent center or sponsored facilities located in a school that participates in NSLP or SBP, the Institution maintains documentation verifying the school is in compliance with NSLP or SBP health and sanitation inspection requirements.			

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		COMPLIANT	YES	NO	N/A
	Adult Day Care Participant Eligibility				
1020	The Institution has an individual Plan of Care on file for each functionally impaired adult participant enrolled in its adult day care independent center or in each of its sponsored adult day care facilities.				
1021	The Institution has documentation on file verifying the age of each enrolled adult participant at its independent adult day care center or at each of its sponsored adult day care facilities. For each participant less than 60 years of age, documentation is maintained verifying the participant meets the definition of "functionally impaired adult".				

		YES	NO	N/A
	Emergency Shelter Eligibility			
1026	The Emergency Shelter is a public or private non-profit organization whose primary purpose provides temporary shelter and food services to homeless children with or without their families.			

		YES	NO	N/A
	Civil Rights			
	The Institution has written policies and procedures that ensure compliance with all civil rights requirements incorporated into the State agency - Institution Agreement. The Institution complies with all civil rights requirements, including:			
1028	- The USDA nondiscrimination poster, "...And Justice For All" is posted in a conspicuous place that is visible to all participants, staff and the general public;			
	- Program materials are provided in translations as needed to convey availability and nutritional benefits of the Program to non-English speaking populations;			
	- The Institution provides Program information to organizations within the community that may assist in reaching potentially eligible populations;			
	- All materials, publications and other forms of communication used to inform the general public, parents and guardians of beneficiaries and parents and guardians of potential beneficiaries about the Program include the required nondiscrimination statement.			
	- Applicants and participants are informed of their right to file a complaint, complaint procedures and how to file a complaint;			
	- The Institution ensures equal access to its Program, regardless of race, color, national origin, sex, age, or disability;			
	- The Institution has written procedures for handling Civil Rights complaints and a system in place to collect, maintain, and inform the State agency about discrimination complaints; a			
	- Annual civil rights training is provided to all Institution and Facility staff.			
1030	The Institution collects <i>actual beneficiary data</i> by racial and ethnic category annually for its center (child care, outside-school-hours care, or adult day care) and maintains the racial and ethnic data on file at the Institution for 3 years in a secure location accessible only by authorized personnel			
1031	The Institution collects and/or updates the <i>estimated number of potentially eligible beneficiaries</i> by racial and ethnic category annually and maintains the data with documentation of all sources of the information on file for 3 years in a secure location accessible only by authorized personnel.			
1036	The Institution has an approved, written policy statement concerning free and reduced-price meals to be used in all child and adult day care facilities under its jurisdiction assuring that the Institution will serve the same meals at no separate charge to all participants regardless of race, color, national origin, sex, age, or disability and that there is no discrimination in the			

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	course of the food service. The Institution (and each of its sponsored facilities, if applicable) is following the Institution's Free and Reduced Price Policy Statement.			
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		COMPLIANT	YES	NO	N/A
	Public Notification - Program Information				
1037	The Institution provided a media release to media outlets serving the Institution's service area announcing the availability of meals at no separate charge to all children, or the availability of meals to adults meeting the approved eligibility criteria, without regard to race, color, national origin, sex, age or disability.				
1038	The Institution has the USDA "...and Justice for All" poster prominently displayed where it is visible to the public.				
1039	WIC Program Information is posted and/or distributed as required.				

	Participant F/R Eligibility	YES	NO	N/A
1041	The Institution maintains complete free and reduced price meal applications signed and dated by an Institution representative, or other allowable eligibility documentation for all participants claimed for free or reduced price meal reimbursement.			
1041.1	Eligibility or enrollment documentation from the Head Start and/or Early Head Start agency is maintained for participants whose Free eligibility is based on Head Start or Early Head Start enrollment. The documentation was on file and available for review.			
1042	The State agency conducted verification of approved free and reduced price meal applications on file to confirm each free and reduced price meal application is fully completed, correctly determined, classified in the correct claiming category and that the Institution accurately reports to the State agency the number of enrolled participants eligible for free or reduced price meals.			
	The Institution correctly determined household free or reduced-price eligibility on each free and reduced price meal application on file.			
	The Institution accurately reports the number of enrolled participants meeting the criteria for free or reduced price meal eligibility on the monthly claim for reimbursement.			

	Household Contact System	YES	NO	N/A
3200	The Institution is correctly implementing the household contact systems established by the State agency as part of the Institution's review and oversight of its sponsored facilities.			

	Enrollment Records			
1045	The Institution maintains enrollment records on file for its independent center or for each of its sponsored facilities. Enrollment records contain all required information and are updated annually.			

	Attendance Records	YES	NO	N/A
1047	The Institution maintains daily attendance documentation on file to support all meals claimed for reimbursement at its independent center or for each sponsored facility under its jurisdiction.			
	Attendance records are completed each day the center or sponsored facility is in operation. Daily Attendance records are maintained separately from meal count records for the independent center, or for each sponsored facility.			

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1048	The Institution maintains daily rosters of children receiving meals at the Emergency Shelter. Rosters were available to the State agency during the review.			
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		COMPLIANT	YES	NO	N/A
	Menu Records				
1050	The Institution maintains daily, dated menu records for its independent center or for each of its sponsored centers documenting actual foods served for all meals.				
1051	Daily dated menus on file demonstrate compliance with CACFP meal pattern component requirements and support meals claimed for reimbursement.				
1052	Records are on file to verify self-prepared (homemade) combination food recipes identify each meal pattern component, the serving size and the quantity of meal pattern component(s) provided by the serving size.				
	Where documentation on combination food items indicates the serving size provided is insufficient to meet meal pattern component requirements, menu records indicate another creditable food is added in sufficient quantity to meet the meal pattern component requirement.				
1053	The Institution ensures that product documentation is maintained for each commercially processed combination food used in Program meals claimed for reimbursement.				
	Product documentation on file for the Review Period identifies the meal pattern component and quantity provided by combination food items served.				
	Commercially processed food documentation is consistent with item(s) on current purchase receipts.				
	Facility and staff understand the directions on CN labels or Manufacturer's Product Formulation Statements for serving the correct amount of a commercially processed food item to meet CACFP meal pattern requirements.				
	Where documentation on combination food items indicates the serving size provided is insufficient to meet the meat/meat alternate meal pattern component requirement for the ages served, another creditable meat/meat alternate is added in sufficient quantity to meet the meal pattern component requirement.				
1054	The Institution maintains Medical Statements on file for participants who require meal pattern changes due to a disability. Medical Statements on file for disabled participants include all required information and are maintained confidentially.				
	The Institution ensures through monitoring and training that substitutions made to Program meals served to participants with a disability in its independent center or in each of its sponsored facilities are consistent with the physician's instructions on the participant's signed Medical Statement.				
1055	The Institution maintains Medical Statements on file for participants who require meal pattern changes due to a medical or special dietary need.				
	Medical Statements on file for non-disabled participants with a medical or special dietary need include all required information.				
1056	Written requests from parents or guardians for non-dairy milk substitutions without a medical statement were on file to support meals with non-dairy milk substitutions served to non-disabled participants.				
	Parent or guardian written requests for non-dairy milk substitutes identify the medical or other special dietary need that restricts the diet of the child.				
	Non-dairy milk served to non-disabled participants according to a parent or guardian written request is nutritionally equivalent to milk.				

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		COMPLIANT	YES	NO	N/A
	Menu Quality				
3000	Menu records indicate high fat, high sodium meats are not over-served.				
3001	Menu records indicate sweet type snacks/desserts are not over-served.				
3002	Menu records indicate a good variety of food is served.				
3003	Fruit, vegetable and juice types are noted on menu records.				
3003	Fluid milk meets fat, flavoring and yogurt substitute restrictions.				
3004	Menu records indicate at least half the food items fulfilling the bread/grain meal pattern component on menus are whole grain foods.				
3005	Menus are consistent with recommendations of the current Dietary Guidelines for Americans.				

	Infant Feeding Records	YES	NO	N/A
1065	The Institution offers Program meals to all infants in care, or ensures that Program meals are offered to all infants in care at each of its sponsored facilities. The Institution maintains all required records pertaining to providing infant meals.			
1067	The Independent Institution provides at least one brand of iron fortified infant formula to parent/guardians of infants enrolled for care, or the Institution ensures that iron fortified infant formula is offered to parent/guardians of infants enrolled for care at each of its sponsored facilities caring for infants.			
1068	Daily dated infant menu records are maintained for each infant in care.			
1069	Infant menus on file are in compliance with CACFP Infant Meal Pattern requirements for the age and developmental readiness of each infant in care.			
1071	The Institution ensures infant meals are claimed for reimbursement only if parents or guardians supply no more than one required component of the infant meal. When a parent or guardian chooses to provide one of the required meal components in the CACFP Infant Meal Pattern, the Institution or its facility supplies all other meal components required for a reimbursable infant meal.			

		COMPLIANT	YES	NO	N/A
	Claim Records				
1072	The Institution maintains adequate <i>meal service records</i> on file to support all meals claimed for reimbursement. Meal service records include: - menus documenting actual foods served - meal component quantities - production records (if required by State agency) - delivery receipts for facilities vended by a Food Service Management Company or Caterer				
1073	The Institution maintains adequate <i>meal count records</i> on file to support all meals claimed for reimbursement. Meal count records include: - daily meal counts by meal type - attendance records, if applicable - enrollment records				

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	The Institution ensures that meal counts are recorded daily at the time of service only for participants who are in attendance at the time of the meal service, according to daily attendance records.			
	If applicable, documentation is maintained to explain meal counts exceeding enrollment or capacity due to overlap and/or shift care.			
	If applicable, meal counts from different classrooms or meal service locations in a facility are accurately consolidated on the facility's claim for reimbursement.			
	Meal counts are recorded for adults performing labor, but are not included in reimbursable meal counts.			
	For actual count claiming systems , the Institution ensures that participants are correctly classified/coded on meal count records according to the participant's eligibility category on an approved free and reduced price meal application or other allowable eligibility documentation using a system that conceals the participant's claiming category during the actual meal count.			
1075	The Institution ensures meal counts submitted for reimbursement by its independent center or sponsored centers do not include meals served to children or adults who are not eligible for Program Meals: Over-age children in child care centers, meals served to non-disabled Program adults less than 60 years of age in adult day care centers, and non-Program adults performing labor.			
1078	The Institution's Review Period claim was validated. Meals were correctly counted, consolidated and reported by the Institution's independent center or by each of the Institution's sponsored facilities.			
	The Institution correctly reported meal counts by claiming category on its Review Period claim for reimbursement.			
	Enrollment and attendance records were available to support the Institution's Review Period claim for reimbursement.			
	No more than the allowable number of meals and/or snacks per participant per day were claimed for reimbursement.			

Meal Count/Claim Validation

Claim Month/Year	Per Claim	Meal Count Corrections	Menu Corrections	4 th Meal Disallowed	Meals over PAX	Other	Per Review

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		COMPLIANT	YES	NO	N/A
	Training Records				
1080	The Institution provides training to key CACFP staff and maintains documentation of training session dates, locations, topics presented and names of participants.				
1081	The Institution provides training to CACFP staff with monitoring duties and maintains documentation of monitoring staff attendance at annual trainings.				
1082	The Sponsoring Organization provides annual mandatory training to key staff from each of its sponsored facilities and maintains documentation of the training sessions, including dates and location(s) of training sessions and the signature of each staff in attendance. The annual training sessions include instruction on the Program's meal patterns, meal counts, claims submission and review procedures, recordkeeping requirements, the CACFP reimbursement system and civil rights.				

		COMPLIANT	YES	NO	N/A
	Monitoring Records				
1083	The Institution maintains documentation of its monitoring activities as required. Institution monitoring records demonstrate the Institution is in compliance with Program requirements for: <ul style="list-style-type: none"> - number of monitoring reviews that must be conducted annually Institution-wide and for each sponsored facility; - frequency and spacing of facility reviews; - new facility reviews; - facility review elements; - unannounced and announced facility reviews; - meal observations; - proportional percentages of facility reviews based on the percentage of each meal type claimed in the prior PY - follow up reviews. 				
1084	The Institution employs sufficient monitoring staff to effectively monitor its sponsored facilities, consistent with its approved management plan.				
	The Institution maintains records of all facility reviews, including: <ul style="list-style-type: none"> - name of monitor conducting each review; - location and dates of facility reviews; - documentation of review elements examined (including meal observations); - problems observed; - technical assistance provided; - corrective actions required, and serious deficiencies noted. 				

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	<p>All monitoring reviews were conducted in compliance with Program requirements to monitor the following facility review elements:</p> <ul style="list-style-type: none"> - Assess whether the facility has corrected problems noted on the previous review(s); - 5-day reconciliation of meal counts with enrollment and attendance records; - evaluate meal pattern compliance; - validate effective licensing or approval; - validate attendance at training; - validate meal counts; - review menu and meal records; - validate compliance with annual updating and content of enrollment forms. 			
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	COMPLIANT	YES	NO	N/A
	Financial Management			
1085	<p>The Institution accounts for its revenues and expenses using:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Cash Basis - expenses and income are consistently reported when paid or received <input type="checkbox"/> Accrual Basis - expenses and income are consistently reported when the expense or income is incurred <input type="checkbox"/> Modified Accrual Basis - certain expenses and income are reported on an accrual basis while others are reported on a cash basis <p>The Institution has an acceptable financial management system. The Institution demonstrates to the State agency's satisfaction that the Institution meets Performance Standard 1 for Financial viability and financial management and Performance Standard 3 for Fiscal Accountability.</p>			
1086	<p>The Institution maintains documentation of all income to the Program including CACFP reimbursement; all income earned from meals served to non-Program adults who pay for their meals; all income earned from fundraising for the purpose of the CACFP nonprofit food service operation; and all money allocated to the CACFP nonprofit food service from Head Start grants where a portion of the grant is for food service.</p>			
1087	<p>The Institution maintains financial records documenting the receipt of federal funding under Title III of the Older Americans Act of 1965 to ensure that CACFP meals are not claimed for reimbursement when the same meals are claimed under Title III.</p>			
1088	<p>The Institution maintains invoices and receipts for allowable Program operating expenses. Documentation of operating expenses verified costs charged to the nonprofit CACFP food service were used solely for the operations and improvement of the CACFP nonprofit food service. All operating costs claimed for reimbursement under the CACFP were necessary and reasonable for the effective and efficient operation of the Program food service.</p>			
1089	<p>Review Period food receipts reflect foods served on menus and are allowable costs for the Review Period.</p>			

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1090	Based on food receipts for the Review Month, the Institution purchased a sufficient quantity of milk and food to meet meal pattern requirements for the number of meals claimed for reimbursement.			
1091	Cost records are maintained for all administrative costs charged to the CACFP. Administrative expenses are accounted for correctly. Administrative costs charged to the CACFP were necessary and reasonable for the effective and efficient operation of the Program.			
1092	When payroll records are used to support the Institution's nonprofit food service, labor costs are charged correctly to the CACFP food service account. Time and attendance reports are correctly completed and on file for all labor charged to the CACFP food service account.			
1093	The Institution maintains documentation to verify all CACFP food service operations are conducted by the Institution principally for the benefit of enrolled participants, from which all of the Program reimbursement funds are used solely for the CACFP food service operations or improvement of such food service. The Institution is in compliance with Program requirements for Nonprofit food service status.			
1094	The Institution maintains financial viability. Program funds are expended and accounted for as required by CACFP Financial Management regulations, guidance and Instructions. The Institution has adequate financial resources to operate the CACFP on a daily basis, has adequate sources of funds to continue to pay employees and suppliers during periods of temporary interruptions in Program payments and/or to pay debts when fiscal claims have been assessed against the institution.			
1095	The Institution has a financial system with management controls specified in writing to ensure fiscal accountability and to ensure that the Program operates in accordance with CACFP Financial Management requirements. The Institution is accountable for all funds and property received, held and disbursed. The Institution ensures all funds and property are properly safeguarded and used, and expenses are incurred only for authorized Program purposes			
1096	The Institution maintains fiscal and business integrity			
1097	The Institution is in compliance with audit requirements for non-Federal organizations expending more than \$750,000 in total Federal funds during the Institution's fiscal year. The Institution provided a copy of the audit reporting package to the Federal Audit Clearinghouse no later than 9 months after the end of the audit period. If there were audit findings, a corrective action plan was submitted with the audit reporting package and corrective action was immediately initiated to correct audit deficiencies.			

		COMPLIANT	YES	NO	N/A
	FSMC				
1100	The Vendor/FSMC maintains menu records as required to substantiate all meals invoiced to the CACFP contain adequate				

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	quantities of all meal pattern component items required for reimbursable meals. The Institution is collecting and reviewing the Vendor/FSMC menu records at minimum on a monthly basis.			
1101	The Vendor/FSMC maintains records as required for the Institution to meet its CACFP recordkeeping requirements.			
1102	The Vendor/FSMC maintains acceptable food safety and sanitation certification for the plant in which it prepares meals for use in the CACFP.			
1103	Meals provided by the Vendor/FSMC conform to the cycle menus upon which the bid was based. Changes to the approved menu are made only when agreed upon with the Institution.			
1104	The Vendor/FSMC is in compliance with Program regulations.			
1105	The Institution does not pay the Vendor/FSMC for meals which are delivered outside of the agreed upon delivery time, are spoiled or unwholesome at the time of delivery, or do not otherwise meet the meal requirements contained in the contract.			
1106	Meals are delivered according to the delivery schedule specified in the Vendor/FSMV contract.			
1107	Increases and decreases in the number of meals ordered from the Vendor/FSMC are made by the Institution as necessary.			
1108	All meals provided by the Vendor/FSMC meet Program requirements.			

	Facility Observation/Review	YES	NO	N/A
1200	A current child care center license or other state level approval was posted at the facility when license or approval is required.			
	The center is in compliance with child care standards used to establish its eligibility.			
	The number of children in care did not exceed the center's licensed or approved capacity.			
1201	A current adult day care center license was posted at the facility.			
1202	<ul style="list-style-type: none"> <input type="checkbox"/> A food safety/sanitation permit issued by Federal, State or local health and safety authorities, is on file at the center <input type="checkbox"/> A current health and sanitation inspection report showing no outstanding critical violations is on file at the center. <input type="checkbox"/> When required by Federal, State or local health and safety authorities, a food handler permit is on file for each staff with food preparation and/or food service duties. 			
1203	The reviewer used visual identification to determine participants' racial/ethnic category on the day of the facility review in order to compare the reviewer's observation with data collected by the Institution. The reviewer's observations were consistent with the most recent racial/ethnic data on potential beneficiaries and actual beneficiaries collected by the Institution for the facility.			
1204	Enrollment records are on file for each child and infant enrolled for care in a child care center or for each eligible adult enrolled for care at and adult day care center according to CACFP requirements and were available to the reviewer on the day of the review. Enrollment records contain all required information. Child enrollment forms are			

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	updated annually.			
1205	The center is maintaining accurate daily attendance records of all enrollees separately from the center's meal count records.			
1206	Menu records are maintained at the center for all meals claimed for reimbursement and were available at the center on the day of the center review. Menu records are dated (day, month and year) and list all food components for each type of meal served, including any substitutions, with specific descriptions of food items.			
1207	Menu records on file at the center demonstrate compliance with meal pattern requirements and support meals claimed for reimbursement by the center. The observed meal met CACFP meal pattern requirements for the meal service style being used. All food items were offered in portion sizes that provided at least the minimum required amount of each meal pattern component. Based on the meal observed, center staff count only reimbursable meals containing at least the minimum portion of all required components served.			
1208	Based on the observed meal, the center implemented Family Style Meal Service correctly. The quantity of food placed on table(s) at the beginning of the meal service was sufficient to offer at least minimum portions of all components to each participant as required for the participants' age.			
1209	Based on the meal observed, the facility has implemented Unitized Meal Service correctly. All food items (components) in at least minimum required quantities were served to the child [adult participant] at the same time.			
1210	Meal count records are on file for all meals served under the CACFP. Meal count records are maintained at the center according to CACFP requirements and were available to the reviewer on the day of the review. Meal counts taken during the observed meal service demonstrate center staff count only reimbursable meals served to enrolled children who participate in the meal service.			

		YES	NO	N/A
1211.1	<p>Review of Sponsoring Organizations: Complete the <u>5-Day Reconciliation - Actual Count Claiming Worksheet</u></p> <p>The center's meal counting and claiming documentation for 5 consecutive days was reviewed to reconcile actual meal counts by participant to individual participant enrollment and attendance records for the same 5-day period. The 5-day reconciliation was conducted for each approved meal type (breakfasts, lunches, suppers, and/or snacks) using individual participants' enrollment and attendance records. The center's actual daily meal counts, by meal type, for the 5-day period were reconciled to participants' enrollment and attendance records and meal counts were determined to be accurate.</p> <p><input type="checkbox"/> The center is required to maintain enrollment and attendance records for each participant.</p>			

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	<p>Actual meal counts were compared to individual participants' attendance and enrollment records for for the 5-day reconciliation.</p> <ul style="list-style-type: none"> <input type="checkbox"/> The center is not required to maintain enrollment records. Actual Meal counts were reconciled to individual participants' actual attendance records for the 5-day reconciliation. <input type="checkbox"/> The center is not required to maintain enrollment or attendance records. A more general review of the facility's meal counting and claiming procedures was conducted. A detailed description should be entered in Comments. <p>If non-compliant, list any discrepancies found in the 5-day reconciliation and explain in Comments. If enrollment and attendance records are not required for the center and a general review was conducted, describe how the general review was conducted in Comments.</p>			
1212	Infant meal feeding observed by the reviewer met Program requirements for meal pattern components and quantities for the age and developmental readiness of infant(s) served.			
1213	The center is offering at least one type of iron-fortified infant formula. When a parent or guardian declines the center formula and supplies infant formula for their own infant, the center ensures the parent/guardian-supplied formula is iron-fortified.			
1214	Individual daily infant feeding records on file indicate formula or breast milk is fed to enrolled infants through 11 months. Individual infant feeding records show age appropriate foods are served. Individual infant feeding records show solid foods are served to infants who are developmentally ready consistent with the CACFP Infant Meal Pattern Chart and the individual infant's parent/guardian feeding instructions.			
1215	Based on day of review observation, drinking water is available to participants upon request throughout the day, including at meal times.			
1216	The observed meal was served within approved serving times.			
1218	USDA foods are properly and safely stored at the facility. USDA foods are being used effectively to enhance Program meals.			
1219	The center provides information about the Program and its benefits to parents or guardians of enrolled children. The center has the USDA "...and Justice for All" poster prominently displayed where participants and their parents or guardians can see it. The center provides information on the importance and benefits of the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) and WIC income eligibility guidelines, to parents of enrolled children.			

	Facility Food Safety & Sanitation	YES	NO	N/A
3100	<input type="checkbox"/> N/A State agency did not monitor food safety and sanitation during the facility review.			

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	Adequate facilities are available to store food or hold meals and the facility is preparing and serving food according to all applicable State and local laws and regulations regarding proper sanitation. Food is stored to ensure the safety and wholesomeness of foods in dry storage, in the refrigerator, or in the freezer.			
3101	Food is stored off the floor. Raw foods are not stored above cooked foods. Foods are not stored with toxic items. Potentially hazard foods are stored at the proper temperatures			
3102	Stored foods that have been removed from their original containers are labeled and dated.			
3103	Food packaging of food in storage is in good condition.			
3104	The refrigerator and freezer are maintained at the correct temperature. Thermometers are located in the refrigerator/ and freezer to ensure appropriate food temperatures. Temperatures in the refrigerators and freezers are monitored on a regular basis.			
3105	The condition of the kitchen is clean, safe and suitable for preparing meals for children and adults. All food preparation surfaces, equipment and storage areas are in good condition and are properly maintained. The condition of the refrigerator/freezer is clean, safe and suitable for cold food storage.			
3106	Proper washing and sanitizing is used to ensure food is prepared and served according to proper sanitation and health standards.			
3107	The kitchen is adequately equipped for meal preparation. The kitchen has adequate cooking equipment. Food preparation equipment and cooking equipment is in working order. Dishes and serveware are in good condition.			
3108	Family Style meal service leftovers are discarded after the meal service. Food is never placed on bare, unsanitized tables or other unsanitized surfaces. Potentially hazardous frozen foods are properly thawed.			
3109	Cups and eating utensils (forks, spoons, knives) are properly handled when serving foods.			
3110	The facility provides adequate hand-washing equipment and cleansing products to support safe, appropriate handwashing practices. Proper handwashing practices were observed.			
3111	The facility does not serve home-canned foods or foods prepared offsite (homemade food items brought to the facility).			
3112	Single serve plasticware items are not re-used in CACFP meal service preparation, storage or service.			
3113	All milk is served before the "use by" expiration date specified on the milk packaging			
3114	Hazardous items are stored out of reach of children.			
3115	Trash container(s) in food storage, preparation and meal service areas are sanitized regularly and covered when not in use.			
3116	Food storage, preparation and service areas are maintained and routinely inspected by facility staff to prevent pest infestation.			
3117	All foodservice areas are maintained to provide safe, sanitary food storage, preparation and meal service. Repairs are made when needed.			

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MONTHLY MILK PURCHASE ESTIMATE

1. ENTER FACILITY NAME

2. ENTER THE MONTH AND YEAR

3. Estimate the total number of meals served daily that **require** milk. Complete only those meal services applicable to your facility's operation.

Enter # of days in the month meals will be served

CACFP Required Ounces

Total Ounces

Age 1-2 Breakfast	_____	x	_____	x	4	=	_____	0
Age 3-5 Breakfast	_____	x	_____	x	6	=	_____	0
Age 6-12 Breakfast	_____	x	_____	x	8	=	_____	0
Age 1-2 Lunch	_____	x	_____	x	4	=	_____	0
Age 3-5 Lunch	_____	x	_____	x	6	=	_____	0
Age 6-12 Lunch	_____	x	_____	x	8	=	_____	0
Age 1-2 Supper	_____	x	_____	x	4	=	_____	0
Age 3-5 Supper	_____	x	_____	x	6	=	_____	0
Age 6-12 Supper	_____	x	_____	x	8	=	_____	0

4. Estimate the total number of meals served that **do not require** milk but for which you may serve milk as one of the required components on your menu. Complete for each age group and meal service applicable to your facility's operation.

Enter # of days in the month snacks will be served with milk

CACFP Required Ounces

Total Ounces

Age 1-2 AM Snack	_____	x	_____	x	4	=	_____	0
Age 3-5 AM Snack	_____	x	_____	x	4	=	_____	0
Age 6-12 AM Snack	_____	x	_____	x	8	=	_____	0
Age 1-2 PM Snack	_____	x	_____	x	4	=	_____	0
Age 3-5 PM Snack	_____	x	_____	x	4	=	_____	0
Age 6-12 PM Snack	_____	x	_____	x	8	=	_____	0

Total Ounces of Milk Needed for the Month _____ 0

Total Gallons of Milk Needed for the Month _____ 0

(128 ounces = 1 gallon)

Program name: _____

[Pick the date]

SO Monitoring Records Review

Program Year _____

Facilities _____

Facility Reviews _____

Number of meals served all facilities			
Meal Type #		Percentage %	
Breakfast		Breakfast	
Lunch		Lunch	
Snack		Snack	
Supper		Supper	
Total		Total	

Number of Meal Observations			
Meal Type		Percentage	
Breakfast		Breakfast	
Lunch		Lunch	
Snack		Snack	
Supper		Supper	
Total		Total	

Is the percentage of meal observations by Meal Type roughly proportional to the percentage of total meals by Meal Type claimed by the Sponsoring Organization for all of its facilities?	YES	NO
Comments:		
Monitoring Records complete?	YES	NO
Comments:		
Facility Reviews Conducted as required?	YES	NO
Comments:		
Required Review Elements: 5-day Reconciliation Meal Pattern Licensing or approval Attendance at training Meal counts Menu and meal records Review of CA from prior findings		

Program name: _____

[Pick the date]

Monitor #1

Monitor Name	# Reviews	# Unannounced	# Meal Service observations	# Missing Review Elements		
Prior corrective action reviewed, determined effective?				YES	NO	N/A
Comments:						
Corrective action prescribed?				YES	NO	N/A
Comments:						
Reviews scheduled and conducted according to requirements in 226.16(d)(4)?				YES	NO	N/A
Comments:						

Monitor #2

Monitor Name	# Reviews	# Unannounced	# Meal Service observations	# Missing Review Elements		
Prior corrective action reviewed, determined effective?				YES	NO	N/A
Comments:						
Corrective action prescribed?				YES	NO	N/A
Comments:						
Reviews scheduled and conducted according to requirements in 226.16(d)(4)?				YES	NO	N/A
Comments:						

Monitor #3

Monitor Name	# Reviews	# Unannounced	# Meal Service observations	# Missing Review Elements		
Prior corrective action reviewed, determined effective?				YES	NO	N/A
Comments:						
Corrective action prescribed?				YES	NO	N/A
Comments:						
Reviews scheduled and conducted according to requirements in 226.16(d)(4)?				YES	NO	N/A
Comments:						