



CACFP Site Review Form

For Sponsoring Organizations of

Child Care Centers, Head Start Sites, Outside of School Hours Centers, and Emergency Shelters

Agency Name:	Site Name:
Address:	CACFP Site Number:

Review Date:	Arrival Time:	Departure Time:
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<input type="checkbox"/> Unannounced (No prior notification)	<input type="checkbox"/> Announced	Review (circle one):	1	2	3
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Meal Service Observed (circle one):	Bkfst	AM	Lunch	PM	Supper	Eve	No Meal
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Instructions:

- Review the previous CACFP Site Review Form for finding(s)
- Check during this site visit if effective action was achieved for all finding(s) noted during the last visit
- Answer all questions within each section of this form while onsite. If "No", provide further information in *Comments*.
A "No" response is a finding that requires corrective action. Complete Section 10 on page 4.

"...And Justice For All" poster is posted	<input type="checkbox"/> Yes <input type="checkbox"/> No	Building for the Future Flier	<input type="checkbox"/> Posted OR <input type="checkbox"/> Distributed	License is posted and current	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> NA, not licensed
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Section 1: Sanitation and Safety Requirements

	Yes	No	N/A	Comments
1. Refrigerator(s) are clean and maintains temp of 40°F or below				
2. Freezer(s) are clean, defrosted and maintains temp of 0°F or below				
3. Food is stored above floor to allow air circulation and cleaning				
4. All food is labeled and dated				
5. Proper food handling procedures are followed				
6. Delivered meals are received at proper temps (≤40°F and ≥135°F)				
7. Appropriate dishwashing & sanitizing procedures followed				
8. Cleaning supplies/toxic materials are stored away from food and out of reach of participants				

Section 2: Menu and Meal Records: Review all meal documentation for current month (including vended meals)

Menus	Yes	No	NA	Comments
1. Dated menus for all meals served are available onsite				
2. Menu changes are noted on menus				
3. Menus include the following: <ul style="list-style-type: none"> Milk types (fat content specified by age group) Whole Grain-Rich (WGR) items Cereal names (if served) Specific fruits and vegetables 				

Production Records (or delivery records if meals are purchased from a vendor or delivered from another site)

4. Production records and/or delivery slips provide required meal information and are available onsite				
5. Total quantities of food prepared/delivered are sufficient for meeting minimum serving sizes of each meal component				
6. Number of staff eating meals is recorded on production/delivery records				
7. Product packaging is on file to credit the following food items: <ul style="list-style-type: none"> Whole Grain-Rich Items Cereals Yogurt Tofu 				
8. Store-bought combination foods have CN label or Product Formulation Statement on-hand and used for serving proper portion sizes to each age				



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Section 3: Meal Pattern Requirements for 1+ Year Olds

Review menus and product labels to answer the following questions	Yes	No	NA	Comments
1. All meals and snacks contain the required meal components				
2. The correct types of milk are served to each age group (whole to 1 year; 1%/skim to 2+ years; flavored milk (if served) only to 6+ years)				
3. Grain Based-Desserts are not served as meal components				
4. At least one Whole Grain-Rich (WGR) item is served per day				
5. Breakfast cereals contain no more than 6g sugar/dry oz.				
6. Yogurts contain no more than 23g sugar/6 oz.				
7. Tofu meets protein requirements				
8. A meat/meat alternate is served no more than 3x/week at breakfast				
9. Juice is served no more than 1x/ day				
10. A vegetable is served at every lunch/supper				
11. Program does not deep-fat fry foods on-site				
12. Water is offered to participants throughout the day, including at meal times				

Section 4: CACFP Infant Requirements (Birth - 12 Months)

N/A - This site is not licensed for infants → skip this section

Notification Requirements	Yes	No	Comments
1. The completed Infant Menu and Infant Meal Pattern are posted in the infant room			
2. To notify families, the completed Infant Menu and Infant Meal Pattern are: <input type="checkbox"/> posted in a visible location (parent board) OR <input type="checkbox"/> distributed to families of infants			
Iron Fortified Infant Formula (IFIF) and Foods: Check formula(s) and foods on-hand, including family-supplied items			
3. List the specific IFIF(s) supplied by the site: (At least one type of IFIF must be supplied by the Program) _____			
4. Foods in appropriate textures for each infant are supplied by the site (iron fortified infant cereal, baby foods (store-bought or homemade), table foods)			
5. IFIF and foods supplied by the site & families are creditable to the meal pattern			
6. If observing a meal/snack served to infant(s), served items meet the infant meal pattern requirements <input type="checkbox"/> N/A (not observed)			
Claiming Infant Meals: <input type="checkbox"/> N/A - this site does not claim for infant meals → skip this section			
Review the completed Infant Meal Forms and answer questions below			
7. Staff record meal counts when an infant is served all required components of meal			
8. Meals are only claimed when the site supplies all components or all but one component (the family may supply only one component of a claimed meal). <i>Note breastmilk and/or formula is one component.</i>			

Section 5: Special Dietary Needs (SDN) Requests

	Yes	No	NA	Comments
1. Are any participant's meals/snacks different from the regular menu for family request/medical impairments? If yes, answer the questions below.				
2. For a disability: A valid medical statement is on file for each participant Site offers modifications that accommodate each participant's disability				
3. For a non-disability: A written request is on file for each participant The site claims meals for these participants only when substitutions (provided by site or family) are creditable to the meal pattern and the site provides all or all but one component (If no, explain in comments)				
4. A complete <i>CACFP Special Dietary Needs Tracking Form</i> on file for each child with a special dietary need (disability and non-disability)				



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Section 6: Meal Count Records – 5-Day Reconciliation

1. For each classroom, for the current day and 5 preceding days, record the following in the chart below:
 - a. Total meal counts (MC) for 1 meal (*Choose meal observed or the meal closest to the time of the review*)
 - b. Total attendance (Att) from attendance records (*Number of participants signed in/out on the daily attendance records*)

Meal recorded for 5-day rec (circle one):		Breakfast	AM Snack	Lunch	PM Snack	Dinner	Eve Snack					
		5 Preceding Days										
Dates→	Today	Day 1	Day 2	Day 3	Day 4	Day 5						
		Meal Count (MC) and Attendance (Att) Numbers										
Room(s) ↓	MC	Att	MC	Att	MC	Att	MC	Att	MC	Att	MC	Att
Totals:												

											Yes	No
1. Meal counts have been recorded up through the time of the review. If “No”, these meals cannot be claimed												
2. The meal counts for the prior five days appear reasonable when compared to today’s meal count												
3. Meal counts for today and the prior 5 days appear reasonable when compared to enrollment and attendance												
4. Total attendance each day is equal to or exceeds total meal counts for the meal. If NO, find source of error (e.g. participants not signed in/out, meal counts not properly recorded). Correct errors prior to claim submission												

Comments:

Section 7: Meal Service Observation (for 1+ Year Olds) N/A – A meal was not observed → skip this section

The monitor must observe the meal service in all rooms where meals are served

Observed meal (circle one):		Breakfast	AM Snack	Lunch	PM Snack	Dinner	Eve Snack
Meal Component	Specific Foods Served	Total Quantity Prepared/Delivered or Portion Size Offered					
Milk (<i>Specify types by age group</i>)							
Meat/Meat Alternate							
Vegetable							
Fruit (or 2 nd Vegetable)							
Grain							

				Yes	No	NA	Comments
1. The foods listed on the menu for the meal are the same as the foods served							
2. Creditable foods were served for each required meal component							
3. The quantities of food prepared/delivered was sufficient to provide the minimum serving sizes for the number of participants and staff served							
4. Participants were offered all meal components in accordance with the meal service method being followed (family style, pre-plated, or cafeteria style)							
5. Staff count participants in the time-of-service meal counts only when served meals containing creditable foods for each required meal component							
6. The time-of-service meal count is recorded either during the meal service or immediately following							



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Section 8: CACFP Training Requirements			
	Yes	No	Comments
1. All staff responsible for CACFP tasks at the site received annual training on CACFP requirements applicable to their responsibilities			
2. New staff or staff newly assigned CACFP tasks received training prior to being responsible for these tasks			
3. Based on the outcome of this site review, all staff are sufficiently trained			
Comments:			

Section 9: Child Care Centers and Head Start Sites Only			
<input type="checkbox"/> N/A: This is not a Child Care or Head Start site → skip this section	Yes	No	Comments
<input type="checkbox"/> CACFP Enrollment forms are completed and annually updated <u>OR</u> <input type="checkbox"/> Families sign/initial daily in/out attendance times for their children and sign and date DCF enrollment forms annually			
The WIC Fact Sheet is (check one): <input type="checkbox"/> Posted in a visible location (parent board) <u>OR</u> <input type="checkbox"/> Distributed to families			

Section 10: Findings, Corrective Action, and Follow-Up				
1. Check previous CACFP Site Review Form for finding(s). Was effective action achieved for all findings noted during last site visit?	<input type="checkbox"/> N/A, no findings cited <input type="checkbox"/> Yes <input type="checkbox"/> No (Check column B, below, for each repeat finding)			
2. Complete columns A-E for finding(s) cited during today's site review Column A: <u>Finding</u> - list each requirement from today's site review with a <u>NO</u> answer Column B: <u>Finding cited during previous site review</u> - Check box if the finding was previously cited Column C: <u>Required Corrective Action (CA)</u> - List steps required to correct finding (<i>person responsible, training, resources, etc.</i>) Column D: <u>CA Due</u> - List date when CA must be complete Column E: <u>Follow-Up</u> - List how and when monitor verified CA was complete (this will be completed at a later date)				
<input type="checkbox"/> N/A - No findings were identified during today's site review				
A. Finding:	B.	C. Required Corrective Action (CA):	D. CA Due	E. Follow-Up
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			

Monitor's Signature (Staff person completing the CACFP Site Review)	Date
Site Staff's Signature (Site staff person present during this site review and responsible for corrections)	Date

REVIEW GUIDANCE – Reach Dane

Sponsoring Organization: Dane Co Parent Council, Inc. DBA Reach Dane Agreement No. 13-6813

ALL STATEMENTS ARE TO BE ANSWERED BY YES or NO with checkmark

N/A only if the age group is not relevant

Please initial each corresponding answer under Yes or No	Yes	No	Comments
<u>I. STORAGE AREAS – FOODS</u>			
Thermometers are inside each refrigerator or freezer			
Foods are stored in NSF approved containers with tightly fitting lids. <i>NSF= metal, glass, food-grade plastic</i>	Dry		
	Fridge		
<u>II. STORAGE AREAS – NON-FOOD SUPPLIES</u>			
All kitchen cleaning bottles have identifying labels			
Kitchen walls are clean/no chipping paint			
Sinks and counters in kitchen clean/de-limed			
Dishwasher clean and de-limed			
Stove top clean			
Oven clean			
Storage areas are secure from theft			
<u>III. FOOD PREPARATION, HANDLING AND SERVING</u>			
All raw fruits and vegetables are washed before use			
Frozen meals are thawed in the refrigerator (<i>no other foods may be stored under meats</i>). Quick thawing done under running cold water in plastic bag for immediate preparation			
Each serving bowl or plate on the table is provided a spoon or other utensil for the serving of food			
Each serving bowl or plate is covered before serving is to begin			
All foods from the kitchen are taken to classroom and offered			
All leftover foods from classrooms and from kitchen areas are disposed in the trash.			
No food may be kept longer than 2 hours once it's been prepared in the kitchen			
No food may be kept longer than 2 hours after serving in the classroom			
<u>IV. CLEANING AND CARE OF EQUIPMENT</u>			
A cleaning schedule is posted, and current documentation shown			
Can openers to be clean and sanitized after use			
Dishwashing & sanitizing is done by an approved method: Hand washing with three step method & air drying <i>or</i> Mechanical with proper chemicals and drying method			Wash cycle: 130-150°F Rinse cycle: Hi Temp – 180°F for 10 seconds Lo Temp – Eco-san
Cracked or chipped dishes and utensils are not used			
Kitchen garbage cans are covered with lids and are lined with liners			

Please initial each corresponding answer under Yes or No	Yes	No	Comments
Kitchen garbage cans are clean inside and outside			
Carts are cleaned and sanitized after each meal			
Equipment in kitchen must be provided by Reach Dane (no donations)			
<u>V. PERSONNEL SANITATION</u>			
Clean clothing is worn, and closed-toe shoes are worn			
A hairnet to cover hair is worn in the kitchen and while serving food in the classrooms			
There is no use of tobacco or chewing gum in the kitchen			
Hands are washed before touching foods, before work, after handling non-food items, after using the restroom, and after coughing, sneezing, or blowing the nose			
Poly gloves are worn at all times preparing food			
<u>VI. PAPERWORK AND RECORD KEEPING</u>			
Note: Records of Daily Attendance, Enrollment, Household Size/Income statements, Invoices/Receipts for purchases for foods/services are maintained at the administrative office: Red Arrow Trail			
Current and dated menus are posted in the kitchen with any substitutes noted – if substitutions are made, these changed menus must be sent to main office at end of week.			
Menus are planned by Head Start/Early Head Start parents, RD and Staff members per the Head Start Performance Standards or by the providing school district which meet CACFP requirements for each meal type.			
Meal count records are sent weekly to admin office			
The meal-serving schedule is posted in the kitchen			
Children with special nutritional needs have their first name, classroom's name and their need posted <u>in the kitchen</u> for substitute cooks to follow			
The production record must be completed before preparing the meals and snacks. They are maintained by the NSP & turned into HNM weekly			
<u>VII. MEALTIMES</u>			
Meal served at scheduled time			
Adults sit and eat with the children, modeling table manners & tasting new foods. Adults will eat child-sized portions			
Child sized furniture and eating utensils are used by the children			
No paper/plastic goods are used, except with the Program Supervisor's Approval			
Food is presented in a friendly and non-forceful manner. Food is not used in rewarding or punishing manner			
Children are encouraged <i>but not forced</i> by staff to try all foods.			
Time is provided for children and adults to wash hands & face before the meal			
Time is provided for children and adults to wash hands & face after the meal			

Please initial each corresponding answer under Yes or No	Yes	No	Comments
Time is provided for tooth brushing at least once a day			
Family style food service is used. Staff will not serve milk or foods for children. (Unless child with special needs requires assistance)			
Children clear their place settings			
A container is used on each table for dirty silverware			
<u>VIII. CLASSROOM</u>			
Current and dated menus are posted in each classroom with any substitutions noted			
Classroom garbage cans are covered with lids and are lined with liners			
Classroom garbage cans are clean inside and outside			
Children eat meal at scheduled time			
The meal serving time is posted in each classroom			
All classroom cleaning bottles have identifying labels			
Sinks and counters in classroom clean/de-limed			
Tables and other eating surfaces are washed and sanitized before each meal (2-step process required)			
Tables and other eating surfaces are washed and sanitized after each meal (2-step process required)			
Tables and all other food contact surfaces are to be air dried after sanitizing			
<u>IX. BREASTFEEDING/FORMULA PREPARATION (I/T ONLY)</u>			
Staff wash hands before and after formula/breastmilk preparation			
Breastmilk is stored at proper refrigerator temps (40 degrees or below)			
Each container of breastmilk is labeled with child's name and dated			
Once feeding begins, formula/breastmilk to be discarded within 1 hour (freshly expressed breast milk may remain at room temp for up to 8 hours)			
Staff are holding infants while bottle feeding. Bottles may not be propped.			
Breastmilk is warmed by a bottle warmer or warm running water only			
Formula must be used by expiration date (found on package)			
<u>X. MISCELLANEOUS</u>			
No animals are allowed in the food preparation or storage areas			
The kitchen is not used as a traffic way or meeting room.			
A fire extinguisher is readily available and currently dated in the kitchen area.			If not, report to the Maintenance Coordinator

Please initial each corresponding answer under Yes or No	Yes	No	Comments
Is the corrective action page from the last review posted in the kitchen?			
Was effective action achieved for all problem(s) notes during the last review			If Yes, give date:
			If No, when will corrective action be completed?

Program Name: _____ Date: _____

CORRECTIVE ACTION REQUIRED:

- Reviewer to note problems found and corrective action needed prior to leaving site, noting date corrective action to be completed.
- Health & Nutrition Manager will e-mail copy to site - NSP/CA to KEEP POSTED IN KITCHEN.
- SUPERVISOR will ensure completion and initial, keep posted.
- Reach Dane Representative and/or FSM to verify completion at next scheduled visit, and then submit form to Health & Nutrition Manager.

Non-compliance Identified During This Review:	Corrective Action(s) To Be Followed:	Date Due	<i>Supervisor Verified complete</i>	<i>FSM/Reach Dane representative verified complete</i>

Signature of Reach Dane’s representative and/or FSM

Date: _____

Signature of Site Representative

Date: _____

Signature of Site Supervisor

Date: _____