


Sponsor:	 Child and Adult Care Food Program (CACFP) Sponsoring Organization Administrative Review	Responsible Principals:
Address:		CACFP Contact:
WINS		OSPI Representative(s):

Review Date(s):	Review Month:	CACFP Permanent Agreement Sign date	Single Audit Review Conducted	No. of sponsored sites
Arrival Time:	Study Month:	Business Type	Yes No N/A	Affiliated Unaffiliated

Services:	Child care Adult care Em. Shelter OSH Other	Head Start/Early HS ECEAP At-Risk Pre-K	Meal Preparation Self prep or	Vendor Name(s):
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Sample Sites

Current Administrative Review Site Sample				Previous Administrative Review Site Sample			
#	Site Name	#	Site Name	#	Site Name	#	Site Name

Previous Administrative Review Summary			New Sponsor First Review No Prior Findings		
Date of Prior Review:	Assigned CAP Approval Date	NSD Y N	Noted Findings:	Eligibility Health & safety Meal Pattern Training Monitoring VCA	Financial Management Meal Service Study Month Recordkeeping Meal Count
Corrective Action Plan Follow-up:	Evidence of Implemented CAP			Yes	No N/A

The Sponsor has substantially implemented and maintained corrective action(s) for all deficiencies identified in the previous review. If "NO", the reviewer will evaluate if a serious deficiency recommendation should be recommended.

YES
NO

Findings Key: I/C= In Compliance; CAP= Corrective Action Plan Required; TA=Technical Assistance Provided; N/A = Not Applicable

CACFP Administrative Capacity and Program Accountability	YES	NO	N/A	Note	Finding
Administrative Requirements					
1. A permanent agreement with OSPI is filed at office and was reviewed for understanding with CACFP contact. 7 CFR 226.15(e)					
2. Sponsored sites have the most current licenses/permits operate child care or adult care services.					
3. The Sponsor has written CACFP procedures that assign program responsibilities for CACFP duties. Consistent for all sites Varies					

CACFP Administrative Capacity and Program Accountability	YES	NO	N/A	Note	Finding
4. The Sponsor has a written procurement plan and code of ethical conduct for employees engaged in CACFP procurement. CACFP Procurement					
5. A copy of the vendor agreement/Inter-agency agreement is on file and the agreement is being adhered to.					
6. WIC information is posted or provided to participants enrolled in childcare centers.					
7. The Sponsor is following procedures outlined in the CACFP Management Plan.					
8. If applicable, a written electronic signature policy is in place and meets OSPI requirements. Electronic Signature Reference Sheet					
9. The sponsor has a Household Contact procedure.					
Site Monitoring					
10. The sponsor implements the Household Contact procedures appropriately when monitoring.					
11. The sponsor is conducting the required number of monitoring visits.					
12. The Sponsor's monitoring schedule indicates varied meal observations and dates, so that monitoring is unpredictable.					
13. Monitoring procedures include processes for documenting meal disallowance, corrective action, and follow-up for issues identified during monitoring.					
14. The Sponsor conducts Pre-Approval visits for new site locations and completes a monitoring visit within the 1 st 4 weeks of CACFP operation.					
15. The sponsor is conducting site monitoring in compliance with USDA requirements. 7 CFR 226.16(d)(4) .					
16. The Sponsor is using the current OSPI monitoring form or an OSPI approved alternate.					
Required CACFP Training					
17. Adequate CACFP training is provided to program staff with CACFP duties and training records indicate the attendee names, date, and location for CACFP training(s).					
18. Training records document topics required for CACFP (<i>meal counts, meal pattern, civil rights, claim submission & review, CACFP reimbursement process, CACFP record-keeping</i>).					
19. An adequate plan for ensuring new staff receive CACFP training in a timely manner is in place. CACFP Training Documentation					
20. The sponsor has conducted/planned for CACFP Annual Training for sponsored sites.					

CACFP Administrative Capacity and Program Accountability Review Summary

Item #	*Corrective Action Plan Required

Record Keeping Requirements	YES	NO	N/A	Note	Finding
21. The Sponsor maintains a copy of CACFP claims and program records that substantiate claims for three years plus the current year. CACFP Record Keeping					
22. Up to date CACFP Enrollment Roster(s) are on file for all participating sites. (N/A for At-Risk or Emergency Shelters)					
23. Enrollment forms are current and on file for participants. (N/A for At-Risk, Emergency Shelters)					
24. EIEA's are current and on file for the study month. (N/A for At-Risk, Emergency Shelters or Head Start/ECEAP Participants)					
25. Complete and accurate infant meal forms are on file for all enrolled infants. CACFP Infants Meal Requirements					
26. Attendance is taken daily, and records are maintained.					
27. Point of service meal counts are maintained and a monthly consolidated meal count is calculated.					
28. The dated CACFP menu is posted/provided. A menu is maintained with substitutions noted.					
29. At-Risk sites are area-eligible. 7 CFR 226.15(g)					
30. At-Risk sites offer enrichment activities. 7CFR 226.15(g)					

					Finding
31. Medical Statements/Participant Request Forms are on file for special diets/food allergies. Special Dietary Request Milk Substitution					
32. CN labels or Product Formulation Statements are on file to verify meal pattern compliance for all commercial/combo foods. Menu Product Documentation					
33. Nutrition Facts and/or ingredient lists are on file to document compliance with WGR/sugar limit items.					
34. Standardized recipes are on file for all scratch-made foods to verify required portions and meal pattern compliance (yield and serving size).					
35. Sponsored site employees have current food handler cards.					
36. If meals are delivered, meal delivery records are maintained.					

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Civil Rights Requirements	NO	N/A	Note	Finding
37. The Sponsor displays the USDA AJFA poster in a conspicuous location at the main office and sponsored sites. FNS Instruction 113 Civil Rights Compliance				
38. The nondiscrimination statement is included on all printed/distributed materials to public and graphic materials reflect inclusiveness.				
39. The Sponsor makes CACFP information available to potentially eligible persons, applicants, and participants.				

	YES	NO	N/A	Note	Finding
40. The Sponsor provides program info to community organizations that may assist with outreach.					
41. Potentially eligible persons and households have equal opportunity to participate in the program.					
42. Sponsor collects race and ethnicity data for sites. Civil Rights Reference Sheet					
43. Civil Rights complaints are being handled in accordance with procedures outlined in FNS 113-1 and the CR complaint log has been reviewed by OSPI.					
44. The program is reaching potentially eligible participants and /or additional outreach opportunities were discussed.					

Civil Rights Requirements Review Summary

Item #	*Corrective Action Plan Required

Claim Review	YES	NO	N/A	Note	Finding
45. Study month data is accurate. If No, See attached Study Month Error Worksheet(s). Study Month Tips					
46. The most current version of the E/IEA and/or Enrollment Forms are being used.					
47. Sponsor uses effective dates consistently on E/IEA forms.					
48. For-profit claim eligibility is met for Review Month for sampled sites. CACFP For-Profit Center Eligibility					
49. Review Month meal counts are accurate.					

of EIEA Forms Reviewed:

of Sites with EIEA Errors:

Item #	*Corrective Action Plan Required				
Site Food Preparation & Safety	YES	NO	N/A	Note	Finding
50. Food safety practices were observed during meal observation(s). WAC 110-300-0195 Food Service, equipment, and practices					
51. Proper hand washing was observed at meal observations. WAC 110-300-0200 Handwashing and hand sanitizer					
52. Proper procedures for washing, rinsing, and sanitizing utensils, equipment, food contact surfaces was observed at meal observations. WAC 110-300-0197 Safe food practices					
53. Prepared foods are stored in clean covered containers and labeled with preparation date at observed sites WAC 110-300-0197 Safe food practices					
54. Potentially hazardous foods are maintained at proper temperatures. WAC 110-300-0197 Safe food practices					
55. Refrigerator units at sampled sites are maintained at 41 degrees or below and freezers are maintained at 0 or below. WAC 110-300-0197 Safe food practices					
56. Were any concerns of imminent threat observed during meal observations at sampled sites?					
Meal Observation and Meal Service CACFP Meal Requirements	YES	NO	N/A	Note	Finding
57. Based on meal observations, Sponsored sites are maintaining adequate food preparation and food safety practices.					
58. Review month menu for sampled sites are compliant with meal pattern requirements and required quantities are served.					
59. Infant meals are documented and meet meal pattern requirements.					

60. If meals are delivered, delivery records document safe food transport and were complete for meal observation.				
61. The observed meal(s) were served at the approved time.				
62. Accurate meal counts were taken at point of service and recorded at end of meals/snacks.				
63. If more than three (3) meals/snacks are approved, meal counts are taken by name.				
64. Meal observations indicate accurate meal counts and attendance records are being maintained.				

Meal Service Requirements Review Summary

Item #	*Corrective Action Plan Required

SAMPLE

Operating Expenses WINS:		Food Cost %		Administrative Expenses			
	Per Claim	Per Review	Difference		Per Claim	Per Review	Difference
Food Purchases				Labor			
Food Service Labor				Supplies			
Non-Food Supplies				Services			
Services				Per Diem (Travel)			
Transportation				Training			
Equipment				Indirect Costs			
Other				Other			
Op Total				Admin Total			

Non-Profit Food Service Check		
Allowable Operating Expenses (Per Review)	Allowable Administrative Expenses (Per Review)	
Total Allowable Expenses		
Review Month Reimbursement	Admin Percentage	
Evidence of a non-profit food service is documented in a separate account or when co-mingled, tracked separately from other organizational funds. Financial records show that sponsor is maintaining a non-profit food service and any profits do not exceed three (3) months average expenses. (Compare expenses with revenue). 7CFR 226.2 <input type="checkbox"/> YES <input type="checkbox"/> NO: Enter plans to use excess funds for CACFP Costs:		

Financial Management and Viability	YES	NO	N/A	Note	Finding
65. Financial management policies are documented and include internal controls to demonstrate program accountability.					
66. A written procurement plan is documented and followed as evidenced by fiscal transaction records.					
67. The accounting system accurately tracks CACFP revenue and expenses.					
68. An indirect cost rate approval and included cost activities are documented and applied correctly.					
69. A cost allocation plan is documented and demonstrated for all shared costs (space, labor, supplies, equipment, services).					
70. Travel and transportation expenses are supported by mileage or business vehicle records for fuel/maintenance expenses.					
71. Payroll records support adequate number of monitoring staff for the number of sponsored facilities.					
72. Non-Program adult meals are paid using non-CACFP funds and meal costs are accounted for in the CACFP nonprofit food service account.					
73. Administrative expenses are specified in the budget and CACFP expenses within the 15% maximum allowed, and not greater than actual administrative expenses.					
74. CACFP expenditures for the review month are allowable.					
75. The Sponsor has appropriate source documentation (receipts/invoices/contracts) to support expenses claimed to CACFP.					
76. CACFP expenses exceed CACFP revenue, and the program is a non-profit food service . If No, expand expense review to additional months.					
77. If claiming labor costs, Personnel Activity Reports (PARs) and payroll records are on file and are complete documenting CACFP allocated portion.					
78. For the review month, food costs equal or exceed 50% of the total reimbursement, as recommended.					

Financial Management and Viability	YES	NO	N/A	Note	Finding
79. If prior written approval is required, evidence of cost and purchase is documented with approval record.					
80. If applicable, a single audit was completed. If audit identified CACFP findings, corrective action was completed.					
81. Provider payment documentation including dates and amounts of disbursements to unaffiliated facilities are accurate, on file and issued within 5 days of receipt of reimbursement from OPSI.					

Financial Management and Viability Requirements Review Summary

Item #	*Corrective Action Plan Required
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SAMPLE