


Institution: Address: WINS		 Washington Office of Superintendent of PUBLIC INSTRUCTION Child and Adult Care Food Program (CACFP) Independent Center Administrative Review			Responsible Principals: CACFP Contact: OSPI Representative:	
Review Date(s): Arrival Time(s):	Review Month:	Business Type Licensing: Expire date	Capacity Last Inspection Findings			Meal Preparation Self pre or CNS Grant
Services:	Child care Adult care Em. Shelter OSH T-K	Head Start/Early HS ECEAP At-Risk Pre-K Other	Approved Meals B AM L PM S ES Observed Meal			Vendor Name:
Previous Administrative Review Summary			New Institution First Review No Prior Findings			
Date of Prior Review:	Assigned CAP Approval Date Not Assigned	NSD Y N	Noted Findings:	Eligibility Health & safety Meal Counts Training Monitoring VCA	Financial Management Meal Pattern/Service Study Month Record keeping Other:	
Corrective Action Plan Follow-up: Not assigned			Evidence of Implemented CAP Yes No			
The institution 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 for Institution

Administrative Capability & Program Accountability	YES	NO	N/A	Note	Finding
1. The Institution has a permanent agreement with OSPI to operate CACFP on file. 7 CFR 226.15(e)					
2. The Institution has a valid license or permit to operate child care or adult care services.					
3. The Institution has written CACFP procedures that assign program responsibilities for CACFP duties.					
4. The Institution 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. 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).					
7. Training records document topics required for CACFP (meal counts, meal pattern, civil rights, claim submission & review, CACFP reimbursement process, CACFP record-keeping).					

Administrative Capability and Program Accountability	YES	NO	N/A	Note	Finding
8. An adequate plan for ensuring new staff receive CACFP training in a timely manner is in place. CACFP Training Documentation					
9. WIC informant is posted or provided to participants enrolled in childcare centers.					

Administrative Capability and Program Accountability Responsibilities Findings

Item #	*Corrective Action Plan Required

Record Keeping Requirements & Program Accountability	YES	NO	N/A	Note	Finding
10. The Institution maintains a copy of CACFP claims and program records that substantiate claims for three years plus the current year. CACFP Record Keeping					
11. Up to date CACFP Enrollment Roster(s) are on file for all participating sites. (N/A for At-Risk or Emergency Shelters)					
12. Enrollment forms/EIEA's are current and on file for the study month. (N/A for At-Risk or Emergency Shelters)					
13. Complete and accurate infant meal forms are on file for all enrolled infants, if applicable. CACFP Infants Meal Requirements					
14. Attendance is taken daily, and records are maintained.					
15. The CACFP menu is dated, posted/provided and any substitutions/changes are noted.					
16. If applicable, a written electronic signature policy is in place and meets OSPI requirements. Electronic Signature Reference Sheet					
17. If applicable, At-Risk sites offer enrichment activities. 7CFR 226.15(g)					
18. If applicable, At-Risk sites are area-eligible. 7CFR 226.15(g)					

Record Keeping Requirements & Program Accountability	YES	NO	N/A	Note	Finding
19. If applicable, Medical Statements/Participant Request Forms are on file for special diets/food allergies. Special Dietary Request Milk Substitution					
20. CN labels or Product Formulation is on file to verify meal pattern compliance for all commercial/combination foods. Menu Product Documentation					
21. Nutrition Facts are on file to document compliance for WGR and sugar limits food items.					
22. Standardized recipes are on file for all scratch-made foods to verify required portions and meal pattern compliance for scratch-made foods.					
23. Center staff have current food handler cards.					

Record Keeping Requirements Findings					
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Item #	*Corrective Action Plan Required

Civil Rights Requirements	YES	NO	N/A	Note	Finding
24. The Institution displays the USDA AJFA poster in a conspicuous location. FNS Instruction 113 Civil Rights Compliance					
25. The nondiscrimination statement is included on all printed/distributed materials to public and graphic materials reflect inclusiveness.					
26. The Institution makes CACFP information available to potentially eligible persons, applicants, and participants. The institution provides program info to community organizations that may assist with outreach.					
27. Potentially eligible persons and households have equal opportunity to participate in the program.					
28. The Institution collects race and ethnicity data, maintains records for required timeline, and documents outreach to potentially eligible beneficiaries. Civil Rights Reference Sheet					

Civil Rights Requirements	YES	NO	N/A	Note	Finding
29. Civil rights complaints are being handled following procedures outlines in FNS 113-1 and the Civil Rights complaint log has been reviewed by OSPI.					
30. The program is reaching potentially eligible participants and/or additional outreach opportunities were discussed.					

Civil Rights Requirement Findings

Item #	*Corrective Action Plan Required

Study Month Review

Category	WINS	Roster	Removed	Added	Verified
Free					
Reduced-Price					
Above Scale					
Total					

Meal Count Review

	Meal count per Claim	OSPI Verified	Meal Pattern Disallows	4 th Meal Disallows	Infant Meal Disallows	Total Adjustment	FINAL OSPI Meal Count
Breakfast							
AM Snack							
Lunch							
PM Snack							
Supper							
Eve. Snack							
At-Risk							

Food Preparation & Safety	YES	NO	N/A	Note	Finding
38. Food safety practices were observed during meal observation(s) and Site review(s). WAC 110-300-0195 Food Service, equipment, and practices					
39. During site monitoring and meal observation(s), proper hand washing was observed. WAC 110-300-0200 Handwashing and hand sanitizer					
40. Proper procedures for washing, rinsing, and sanitizing utensils, equipment, food contact surfaces are documented and followed. WAC 110-300-0197 Safe food practices					
41. Prepared foods are stored in clean covered containers and labeled with preparation date. WAC 110-300-0197 Safe food practices					
42. Potentially hazardous foods are maintained at proper temperatures. WAC 110-300-0197 Safe food practices					
43. Refrigerator units are maintained at 41 degrees or below and freezers are maintained at 0 or below. WAC 110-300-0197 Safe food practices					
44. Were any concerns of imminent threat observed during site visit? Explain and report.					

Food Safety Findings

Item #	*Corrective Action Plan Required

Infant Meal Observation N/A

OSPI Meal Count:		Institution Meal Count:	
Posted		Observed	Same Posted Yes
Iron-fortified formula/ breast milk		Iron-fortified formula/ breast milk	
Meat/MA		Meat/MA	
Fruit or Veg		Fruit or Veg	
Iron-fortified cereal		Iron-fortified cereal	
Grain		Grain	
Other		Other	

Child/Adult Meal Observation		Approved Meal Service Time		Actual Time of Meal Service		
Observed Meal:		Pre-portion		Family style Offer vs serve.		
Child/Adult Meal						
OSPI Meal Count:			Institution Meal Count:			
Posted			Observed Same as Posted Menu? Yes			
Milk		Milk				
Meat/MA		Meat/MA				
Vegetable		Vegetable				
Fruit or Veg		Fruit or Veg				
Grain		Grain				
Grain (adults)		Grain (adults)				
Meal Observation CACFP Meal Requirements		YES	NO	N/A	Note	Finding
45. Review month menu meals/snacks are compliant with applicable meal pattern requirements and required quantities are served.						
46. If applicable, infant meals are documented and meet meal pattern requirements.						
47. If meals are delivered, delivery records document safe food transport and are maintained at site(s).						
48. The observed meal(s) were served at the approved time.						
49. Accurate meal counts are taken at point of service and recorded at end of meals/snacks. If 4 th meal is approved, meal counts are taken by name.						
Meal Service Findings						
Item #	*Corrective Action Plan Required					

Financial Management								
Claim Reimbursement:			WINS Operating Expenses:					
OSPI Verified Expenses:			Total Adjustment:					
	Food	Labor	Non-Food Supplies	Services	Transportation	Food Cost Percentage Comments		
Sponsor								
OSPI Verified								
Total Adjustment								
Financial Management and Viability				YES	NO	N/A	Note	Finding
50. The accounting system accurately tracks CACFP revenue and expenses.								
51. CACFP expenditures for the review month are allowable.								
52. The Institution has appropriate source documentation (receipts/invoices/contracts) to support expenses claimed to CACFP.								
53. Expenses exceed CACFP revenue, and the program is a non-profit food service . If No, extend expense review to additional months.								
54. If claiming labor costs, Personnel Activity Reports (PARs) and payroll records are on file and are completed documenting CACFP allocated portion.								
55. For the review month, food costs equal or exceed 50% of the total reimbursement, as recommended.								
56. If prior written approval is required, evidence of cost and purchase is documented with approval record.								

Financial Management and Viability Summary	
Item #	*Corrective Action Plan Required

Administrative Review Summary -All Review Elements

Item #

*Corrective Action Plan Required

SAMPLE

Administrative Review Summary -Additional Page

Item #	*Corrective Action Plan Required
	<p>SAMPLE</p>

OSPI Specialist Name

Date

Departure Time

QA Review:

Date

As of this date, is the review complete?

Menu and Meal Pattern
Error Worksheet

Month/Year: _____ Indicate # of meals claimed on any day with a meal disallowance.

Day	Breakfast	AM Snack	Lunch	PM Snack	Supper	EV Snack	Disallow Reason
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							
Total							

SAMPLE

A revised claim for the review month will be internally generated by OSPI based on the per review figures. With changes, we advise you of your right to appeal this decision. The basis for this decision is cited in federal regulations 7 CFR 226.11(b) and 226.15(e)(4)(10) and 226.20(g) and 226.20(h). The basis for fourth meal disallowances is cited in federal regulation 7 CFR 226.17(b)(3).

A Study Month revision will be generated if errors are identified. All submitted FY claims will be revised based on accurate Study Month Data. With changes, we advise you of your right to appeal this decision. The basis for this decision is cited in federal regulations 7 CFR 226.11(b) and 226.15(e)(4)(10) and 226.20(g) and 226.20(h). The basis for fourth meal disallowances is cited in federal regulation 7 CFR 226.17(b)(3).

Category	WINS	Roster	Removed	Added	Verified
Free					
Reduced-Price					
Above Scale					
Total					

Study Month Error Worksheet

Participant	EIEA Eligibility		Form Errors			Meal Reimbursement Category Errors				Comments	
	Sponsor	OSPI	Missing EIEA	Expired EIEA	Signature /Date	SSN Missing	Category Error	Not in Attendance	Not on Roster		At-Risk Only on Roster
1.											
2.											
3.											
4.											
5.											
6.											
7.											
8.											
9.											
10.											
11.											
12.											
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14.											
15.											
16.											
17.											
18.											
19.											
20.											
21.											
22.											
23.											
24.											
25.											
Total Errors											

SAMPLE