

CHILD AND ADULT CARE FOOD PROGRAM (CACFP) NEW SITE PRE-APPROVAL FORM

MUST be completed before site can be approved for CACFP operations.
Refer to the [Adding or Removing Sites Reference Sheet](#) for additional instructions.

Sponsor Name: WINS ID:
Site Name: County:
Site Address: City: Zip:
Site Director Name: Site Phone:
Date of last OSPI Administrative Review: Site is: ☐ Non-profit ☐ For profit

1. What services are provided at the site?

☐ Child Care ☐ Head Start ☐ ECEAP ☐ Adult Day Care
☐ Outside School Hours ☐ After School At-Risk ☐ Emergency Shelter

2. Is the site currently licensed for child care? ☐ Yes ☐ No

3. If the site is exempt from licensing, do you have current fire and health inspections? ☐ Yes ☐ No

4. Is the site a different legal entity from the sponsor (different tax identification number or corporation)?

☐ Yes ☐ No If yes, contact your CACFP Specialist for further instruction.

5. What age groups will attend this site?

☐ Infants 0-12 mo. ☐ Toddlers 1-2 yrs. ☐ Preschoolers 3-5 yrs.
☐ School-agers 6-12yrs. ☐ School-agers 13-18yrs. ☐ Qualifying Adults.

6. How many participants are enrolled?

7. What is the site's License capacity?

8. What meals will be claimed on the CACFP at this site?

☐ Breakfast ☐ AM Snack ☐ Lunch ☐ PM Snack
☐ Supper ☐ Evening Snack

9. Are food worker cards current and on file for at least one staff person?

☐ Yes ☐ No If no, explain plans to obtain food worker cards.

10. How will meals be prepared?

☐ On-site ☐ Off-site Sponsor kitchen ☐ Vended ☐ Food service management company (FSMC)
If meal(s) are vended by a school, caterer or FSMC, you must complete the appropriate CACFP [vendor contract](#).

Note: If meal(s) are vended by a school who utilizes a FSMC, the FSMC must be approved to provide meals for CACFP.



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11. If meals are prepared on site, is there equipment adequate to prepare, store, and serve the needed number of meals?

☐ Yes ☐ No

If no, explain:

12. Who will develop the menus?

☐ Site ☐ Sponsor

☐ Vendor

☐ Other

13. Who is responsible for ensuring meals served meet CACFP meal pattern requirements?

14. Has training been provided to site staff that includes all responsibilities for the operation and administration of the CACFP?

- ☐ CACFP Meal Pattern
- ☐ Meal counts
- ☐ Claims submission and review procedures
- ☐ Recordkeeping requirements
- ☐ Reimbursement system
- ☐ Civil Rights

☐ Yes, training documentation is on file

☐ No, training has not yet been provided but I understand it must be provided prior to CACFP operations

Training session(s) scheduled for following date(s)

Name of Sponsor Representative Completing Visit

Signature

Title

Date

Retain a copy of this form with your monitoring records.