

Sponsors of Unaffiliated Centers

Meal Observation

CACFP Technical Assistance/Corrective Action/Disallow Tool

This guidance aligns with the Office of Superintendent of Public Instruction's (OSPI) procedures for providing technical assistance (TA), corrective action (CA) and disallowance of meals (DA). Sponsors of Unaffiliated Centers may use this tool when monitoring facilities. Sponsors are encouraged to align with the state agency practices for similar systems across the state. Sponsors should **not be** more lenient than the state agency.

Meal Pattern Review/Meal Observation				
Meal observation: If planned meal/posted menu does not meet the meal pattern and you observe necessary corrections to provide a creditable meal to all participants, the meal does not need to be disallowed. • Disallow (DA)The meal must be disallowed when participants do not receive a meal that meets the meal pattern requirements (ex. Missing components/short portion size). • Corrective Action (CA)- Assign CA when meal pattern issues occur where creditable snacks/meals are not provided. When meal pattern disallowances occur, CA must be assigned. • Technical Assistance (TA)-Provide TA to enhance the meal or when a creditable meal is served that includes non-creditable "extras".				
	TA	CA	DA	Details
Cereal served with more than 6 grams <u>added</u> sugar/dry oz.		X	x	Assign CA to ensure cereals served will meet sugar requirements.
Yogurt served with more than 12 grams <u>added</u> sugar/6oz.		X	x	Assign CA to ensure cereals served will meet sugar requirements.
Tofu served not meeting 5 grams protein per 2.2oz.		X	x	Disallow meal/snack. Assign CA to ensure tofu served will meet protein requirements.
Juice served more than one time per day.		X	x	Disallow meal/snack, where juice is served, with lowest reimbursement. Assign CA to ensure juice is served 1X per day.
juice served not 100% juice.		X	x	Disallow meal/snack. Assign CA to ensure 100% juice is served.
2 fruits served at lunch and/or supper taking the place of a vegetable.		X	x	Disallow meal/snack. Assign CA to ensure fruit will not be served in place of a vegetable.
Lettuce portion size was not sufficient. (1/2 cup serving=1/4c veg equivalent)		x	x	Disallow meal/snack. Assign CA when component is provided in less than minimum required amount and the snack/meal must be disallowed.

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	TA	CA	DA	Details
M/MA served in place of grains at breakfast more than 3 times/week.		X	x	Disallow the lowest meal count breakfast(s) where a M/MA is served in place of the grain more than 3 times per week. Assign CA to ensure M/MA will not served in place of grains > 3X/week.
M/MA served at breakfast in lieu of fruit/veg.		X	x	Disallow all breakfast meals with this issue. Assign CA to ensure M/MA will not be served in place of fruits/veg.
One whole grain-rich item not served per day.		X	x	Disallow meal with lowest reimbursement where a grain is served. Assign CA to ensure 1 WGR item is served 1X per day.
Grain-based dessert served as grain component.		X	x	Disallow meal/snack. Assign CA to ensure GBD are not served.
Flavored milk served to under 6 years		X	x	Disallow meal/snack. Assign CA to ensure only creditable milk is served.
Whole not served to 1-2 year olds.		X	x	Disallow meal/snack. Assign CA to ensure only creditable milk is served.
Missing component at breakfast/lunch/supper/Snack		X	x	Disallow meal/snack with missing component. Assign CA to ensure all required components are served at meals/snacks.
Short portion size component at breakfast/lunch/supper/snack		X	x	Assign CA when component is provided in less than minimum required amount and the snack/meal must be disallowed.
Non-creditable foods served	*	X	x	Disallow if meal pattern is not met. Assign CA to ensure only creditable foods are served as meal pattern components. *Provide TA if non-creditable item is served as an “extra”. Non-creditable items cannot be included in reimbursable expenses.
Non-creditable milk sub served	*	X	x	Disallow during meal observation. Assign CA to ensure only approved milk substitutes are served. <u>*Only TA is needed if Sponsor is working with the family to get medical documentation and within the Sponsor’s timeline for internal process.</u>
During review month, on one day: - Meal/snack does not meet meal pattern AND - a WGR item was not served		x	x	Disallow meal/snack not meeting meal pattern AND disallow the lowest reimbursable meal/snack that contains a grain. Two meals/snacks would be disallowed that day. Assign CA to ensure meal pattern is met.
Deep fat frying used on-site	*	X	x	Disallow during meal observation; Assign CA to ensure deep fat frying is not used on-site for meal prep. *TA if mentioned & not observed.

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	TA	CA	DA	Details
Parent provides more than one item - child		X	x	Disallow during meal observation. Assign CA to ensure parents are only providing one items for reimbursable meals.
Water was not available	x			Provide TA that water should be accessible to participants.
Water was served in competition with milk.	x			Provide TA that water should be accessible but not on the table during meal service.
Food or beverage were used for reward or punishment.	x			Provide TA that providing or withholding food/beverage must never be used as a reward or punishment.
All required items were not served at the same time.	x			Provide TA meal items must be served at the same time.
During family style meal service, the supervising adult does not offer the food components a second time when child initially refuses or does not take the required portion.	x			Provide TA that when a child initially refuses or does not take the required portion of food item, the supervising adult must offer the food item again to the child for the meal to be reimbursable.
Small cups are used, not allowing full portion of milk or juice.	x	x	*	Provide TA that larger cups ensure full portion of milk or juice are served. If you observe small portion served for milk, provide TA during meal service for possible correction AND CA to ensure that following meal(s) are meeting the requirement. *If meal observed is not corrected, disallow meal.
The site calendar does not reflect accurate mealtime.		x		Assign CA to report meal service time changes to Sponsor, meals do not need to be disallowed.
If meals are delivered, delivery records do not show safe food transport and/or are not maintained.		x		Assign CA to ensure food safety during transport and retain documentation.
Facility serves primarily American Indian or Alaska Native participants and serves vegetables in place of grains without noting this on the posted menu.		x	x	Provide CA to note this flexibility on their posted menu and use the OSPI created Documentation template. Disallow meals where vegetables were served in place of grains. Provide reference sheet for <i>Substituting Vegetables for Grains in Tribal Communities</i> and <i>provide Substituting Vegetables for Grains in Tribal Communities Eligibility Documentation template.</i>
Demonstration of significant operational weakness in any of the areas listed above: - Repeat findings (significant operational Weakness) - New findings serious in nature	SD			Initiate the Serious Deficiency (SD) procedure.
	x			

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Civil Rights			
Technical Assistance (TA)- Provide TA when civil rights requirements are met, but processes could be improved upon.			
Corrective Action (CA)- Assign CA when center is out of compliance with Civil Rights requirements.			
Civil Rights	TA	CA	Details
Most current “And Justice for All” poster not displayed.	x		Provide center with a copy of the most current AJFA poster. May be corrected on the spot.
Staff cannot locate or are unaware of the procedure for handling civil rights complaints.		x	Provide the center a copy of the procedure for handling civil rights complaints and assign CA to keep this onsite in a central location for staff’s reference. Conduct civil right training at the center as needed.
Does not have a civil rights complaint log.		x	Provide the center a civil right complaint log template. Assign CA for the Director to maintain this record and keep up to date.
There is a civil rights complaint log, but it is combined with general complaints.		x	Assign CA to create a civil rights complaint log that is separate from a general complaints log.
One-page handouts referencing meals service operation/CACFP do not have “This institution is an equal opportunity provider”.		x	Assign CA to place the NDS on all Institution materials referencing CACFP or meal service operation.
Informational handouts are longer in nature that reference the meal service operation/CACFP do not have the full Non-discrimination statement.		x	Assign CA to place the NDS on all Institution materials referencing CACFP or meal service operation.
Website does not have the non-discrimination statement (full statement or link to full statement)		x	Assign CA to place the NDS on all Institution materials referencing CACFP or meal service operation. Note, if linking to the statement, the statement must be housed on their webpage and not linked to a USDA/OSPI webpage.
Center does not have the updated non-discrimination statement on print material/posted on website.		x	Assign CA to update the NDS on all Institution materials referencing CACFP or meal service operation including webpages.
Demonstration of significant operational weakness in any of the areas listed above: - Repeat findings (significant operational Weakness) - New findings serious in nature	SD		Initiate the Serious Deficiency (SD) procedure.
	x		

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Site Food Preparation & Safety			
Technical Assistance (TA)-Provide technical assistance when CACFP requirements are met, but processes could be improved upon.			
Corrective Action (CA)- Assign CA when Sponsor is out of compliance with health and safety requirements.			
Site Food Preparation a	TA	CA	Details
Center does not follow proper food safety and/or hand washing practices.		x	Assign CA to train staff on proper foods safety/hand washing practices.
Prepared foods are not stored in clean covered containers and/or are not labeled with prep dates.		x	Assign CA that ensures food safety practices are followed.
Potentially hazardous foods are not maintained at proper temperatures.		x	Assign CA to ensure proper holding temperate are maintained for potentially hazardous foods.
Refrigerator units and/or freezers are not maintained at the proper temperatures.		x	Assign CA to ensure refrigerator/freezer units are maintained at the proper temperature.
There are concerns of imminent threat or danger.		x	If threat to health and safety of a child, report to DCYF. Notify Supervisor immediately. CACFP leadership will determine if CACFP Suspension process will be initiated as a result of the finding.
Demonstration of significant operational weakness in any of the areas listed above: - Repeat findings (significant operational Weakness) - New findings serious in nature	SD		Initiate the Serious Deficiency (SD) procedure.
	x		