# *CACFP Administrative Review Questions*

The purpose of the Child and Adult Care Food Program (CACFP) Administrative Review (AR) is to assess an organization's administration of the CACFP and ensure compliance with program requirements (7 CFR 226). Program areas that are not in compliance with regulations are designated by a finding during an administrative review and will be assigned corrective action. This document lists compliance areas and associated questions reviewed during an administrative review. Use this resource as a tool to prepare for your next CACFP administrative review. Please note, some questions may not apply to the CACFP component your organization operates.

## CACFP Administrative Capacity and Program Accountability

1. The Sponsor has a permanent agreement with OSPI to operate CACFP on file.
2. If meals are vended, a copy of the vendor agreement/Inter-agency agreement is on file, and the agreement is being adhered to.
3. Reviewed Sites have a valid posted license or permit to operate.
4. WIC information is posted or shared with families of participants enrolled in childcare centers.
5. 'Building for the Future' Flyer is posted in a conspicuous location.

**Sponsoring Organizations Only**

6. The Sponsor follows procedures outlined in their OSPI approved CACFP Management Plan.
7. The Sponsor has written procedures that assign program responsibilities for CACFP duties.

## Claim Review

1. Monthly Participant Eligibility (MPE) data is accurate.
2. The current version of the Enrollment Income & Eligibility Application (EIEA)/Enrollment Form is used.
3. Effective dates are consistently used on EIEA forms.
4. For-profit claim eligibility is met for the Review Month.
5. Review Month meal counts are accurate.
6. Review Month meal/snacks are compliant with quantities served.
7. Review Month meal/snacks are compliant with meal pattern requirements.


*This institution is an equal opportunity provider.*

## Civil Rights

1. The current "And Justice for All" poster is displayed in a conspicuous location.
2. The nondiscrimination statement is included on all posted/printed/distributed materials to the public.
3. The sponsor makes CACFP information available to potentially eligible persons, applicants, and participants.
4. Potentially eligible persons and households have equal opportunity to participate in the program.
5. Sponsor collects race and ethnicity data as applicable.
6. Civil rights complaints are being handled following procedures outlined in Federal law.
7. The program is reaching potentially eligible participants through outreach efforts, community partnerships and/or additional outreach opportunities.

## Financial Management and Viability

1. The accounting system accurately tracks CACFP revenue and expenses.
2. A cost allocation plan for all shared costs (space, labor, supplies, etc.) is documented.
3. CACFP expenditures for the review month are allowable.
4. Non-Program adult meals are paid using non-CACFP funds, and meal costs are accounted for in the CACFP nonprofit food service account.
5. Appropriate source documentation (receipts/invoices/contracts) exists to support expenses claimed to CACFP.
6. Expenses exceed CACFP revenue.
7. If claiming labor costs, Personnel Activity Reports (PARs) and payroll records are on file and document CACFP allocations.
8. For the review month, food costs for all sites equal or exceed 50% of the total reimbursement as a best practice.
9. If prior written approval is required, evidence of cost and purchase is documented with the OSPI approval record.

**Sponsoring Organizations Only**

10. Payroll records support an adequate number of monitoring staff for the number of sponsored facilities.

**Unaffiliated Sponsors Only**

11. Documentation of payments to unaffiliated facilities includes accurate information (date and amount distributed).
12. Payment documentation is kept on file with the sponsoring organization.
13. Payments to unaffiliated sites are issued within five days of receipt of reimbursement from OSPI.

## Food Preparation and Safety

1. Food safety practices were observed during the meal observation.
2. During the meal observation, proper hand washing was observed.
3. Proper procedures for washing, rinsing, and sanitizing utensils, equipment, and food contact surfaces are documented and followed.
4. Prepared foods are stored in clean covered containers and labeled with preparation date.
5. Potentially hazardous foods are maintained at proper temperatures.
6. Refrigerator units are maintained at 41 degrees or below, and freezers are maintained at 0 or below.
7. No concerns of imminent threat observed during the site visit.

## Meal Observation

1. Observed meal/snack is compliant with meal pattern requirements.
2. Observed meal/snack is compliant with quantities served.
3. Infant meals are documented and meet meal pattern requirements.
4. Observed meal(s) were served at the approved time in WINS.
5. Accurate meal counts are taken at point of service.
6. Fourth meal counts are taken by name.

## Training

1. CACFP annual/new Staff training includes an agenda with the six required topics, attendance of staff listed by name with signatures, and materials used for training.
2. A plan to train all new CACFP staff in a timely manner is in place.

## Procurement

1. Sponsor has written procurement policies and procedures.
2. Policies reflect current Uniform Guidance (2 CFR Part 200).
3. Policies address full and open competition.
4. Policies include procurement methods and thresholds.
5. Policies include conflict of interest standards.
6. Purchases are allowable, necessary, and reasonable for CACFP.
7. An appropriate procurement method was selected.
8. A cost or price analysis was performed when required.
9. Contracts include required debarment/suspension provisions.
10. Sponsor ensures contractor compliance with program requirements by monitoring performance of contractor.
11. Files include solicitations, bids, evaluations, and contracts.
12. Written conflict of interest policy is in place.
13. FSMC/vendor contracts (if applicable) meet CACFP requirements.
14. Internal controls over procurement are documented and implemented.

## Recordkeeping

1. The sponsor maintains program records that substantiate claims for three years plus the current year.
2. Up to date CACFP Enrollment Roster(s)/Monthly Participant Eligibility Rosters are on file as applicable
3. Enrollment forms/EIEA's are current and on file for Monthly Participant Eligibility Reporting.
4. Up to date infant meal forms are on file for all enrolled infants.
5. Attendance is taken daily, and records are maintained.
6. The CACFP menu is either posted in the facility or provided to participants and their families.
7. The CACFP menu is dated.
8. A CACFP approved menu template is used.
9. Any substitutions or changes are indicated on the posted menu.
10. If electronic signatures are used and shared on a web-based platform, an OSPI approved written electronic signature policy is in place.
11. All Reviewed At-Risk sites offer enrichment activities.
12. Completed Requests for Special Dietary Accommodations Forms are on file for applicable participants.
13. Completed Requests for Fluid Milk Substitution Forms are on file for applicable participants.
14. Child Nutrition (CN) labels or Product Formulation Statements (PFS) are on file to verify meal pattern compliance for all commercial/ combination foods.
15. Nutrition Facts are on file to document compliance for whole grain rich (WGR) foods and foods with sugar limits.
16. Standardized recipes are on file for all scratch-made foods to verify required portions and meal pattern compliance.
17. Site staff have current WA State food handler cards.
18. Delivery records document safe food transport and are maintained on site.

## Monitoring

**Sponsoring Organizations Only**

1. The sponsor has a Household Contact procedure.
2. The sponsor monitor uses Household Contact procedures as required.
3. The sponsor conducts the required number of monitoring visits annually for all sites.
4. Time between sponsor monitoring visits does not exceed 6 months.
5. Monitor arrival and departure time correspond with mealtime(s).
6. Monitoring includes varied meal types.
7. Monitoring includes a variety of dates
8. Sponsor monitors completed a 5-Day reconciliation.

9. Monitoring procedures include processes for documenting meal disallowances.
10. Monitoring procedures include processes for documenting corrective action and follow-up for findings identified during monitoring.
11. Sponsor Monitors documented meal disallowance, if applicable.
12. Sponsor Monitors assign CAP if applicable.
13. New site(s) are monitored within the first four weeks of CACFP operation.
14. Sponsor conducts pre-approval visits for new sites.
15. Sponsor Monitors are using an approved monitoring form.