

CACFP Preoperational Visit Form for Sponsored Facilities Administrative and Center Sponsor Use Only

Date of Visit:	Time In: _____	Time Out: _____			
Reviewer:	_____				
Legal Name of Center:	_____		DBA Name _____		
Address:	_____				
County:	_____		Licensed Capacity: (If applicable) _____		
Telephone #	_____		# Enrolled: _____		
Program Type:	<input type="checkbox"/> Child Care Center	<input type="checkbox"/> At Risk After School Care Program			
	<input type="checkbox"/> Adult Care Center	<input type="checkbox"/> Emergency Shelter			
	<input type="checkbox"/> Outside School Hours Care	<input type="checkbox"/> Head Start			
Organization Type:	<input type="checkbox"/> Non-Profit	<input type="checkbox"/> Profit	<input type="checkbox"/> Title XX/Pre-K Cat 1 or Title XIX		
			<input type="checkbox"/> Free or Reduced Meals (child)		
Type of Food Service:	<input type="checkbox"/> Self-preparation	<input type="checkbox"/> Central Kitchen			
	<input type="checkbox"/> School Food Authority	<input type="checkbox"/> Food Service Management Company			
Licensing/Approval to Operate					
Licensing Type:	<input type="checkbox"/> Bright from the Start (DECAL)		<input type="checkbox"/> Department of Defense (DOD)		
Approval Type:	<input type="checkbox"/> Head Start Performance Standards		<input type="checkbox"/> Other Federal, State, or local authority		
			Indicate approving authority: _____		
Alternate Licensure: <small>Child care centers only</small>	<input type="checkbox"/> CACFP Child Care Standards		<input type="checkbox"/> Exempt from licensure/approval per CACFP regulations (At Risk, Outside School Hours, and Emergency/Homeless shelters only)		
Record the meal type and components served on date of visit: _____					
			YES	NO	N/A
1. Are meals listed on the current menu creditable and contain all required components?			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. For child care centers that are not licensed or approved by a Federal, State, or local authority, has the center completed the CACFP Child Care Standards form and is the center in compliance?			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a) If using CACFP Child Care Standards to qualify, does the center have documentation of a current Certificate of Occupancy or satisfactory fire/building inspection within the last 12 months?			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) If using CACFP Child Care Standards to qualify, does the center have documentation of a current health/sanitation permit or satisfactory inspection within the last 12 months?			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Has the person in charge of CACFP operations and other key staff at the center received the preapproval training provided by the sponsoring organization?			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Does the center demonstrate knowledge of the sponsor's procedures for submission of claim documentation at the end/beginning of each month?			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Is center staff fully aware that all records pertaining to the CACFP must be maintained for a minimum of three years after the last claim submission?			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Is the center fully aware that all funds received through the CACFP program may only be used for allowable food program costs as determined by FNS Instruction 796-2 Rev. 3 and Bright from the Start policies and memos?			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. If a pricing center, has the center developed a free and reduced written policy statement?			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. For child care centers, is the center aware that the enrollment information must be updated on an annual basis?			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. For child care centers that enroll infants, does the center have an acceptable plan to offer infant meals to households?			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Determine if the center will use CACFP funds to pay for administrative costs other than those costs to be paid to the sponsoring organization. Does the center know that no more than 15% of the center's reimbursement may go toward administrative costs, including fees paid to the sponsor?			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Does the center demonstrate knowledge of recording all costs charged to the CACFP on the Monthly Record of Operating Costs and Monthly Record of Administrative Costs form? Are receipts maintained?			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	YES	NO	N/A
12. Does the organization allow enrollment or participation regardless of race, color, national origin, sex, age, or disability?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. During the visit, did it appear that discriminatory practices were avoided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Were point of service meal counts correctly taken on this date?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Does center staff demonstrate appropriate knowledge of completing the Daily Menu and Food Service record?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. If the center is applying for the At Risk After School Care program, review activities offered. Are enrichment and/or educational activities offered and actively delivered by staff?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Do serving areas have appropriate sized chairs and tables available for participant use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Is the kitchen adequate to serve the number of children it proposes to serve?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Are foods and food supplies stored at least six inches above the floor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Are dishwashing/sanitizing methods accurate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Is frozen food properly thawed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Is the refrigerator at 45 degrees or below?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. Is the freezer at 0 degrees or below?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. Are cleaning supplies/pesticides stored separately from food items?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. Are hair restraints and hygiene practices in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26. Is the kitchen free of insects and rodents?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27. Is the kitchen area and equipment clean?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adult Centers			
Complete the following questions only for programs that have an adult care program. Refer to Bright from the Start CACFP Policy 33.	YES	NO	N/A
28. Does the center provide care for functionally impaired adults 18 yrs. of age or older?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29. Does the center have records that indicate the age of all enrolled adults?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30. Are those adults who are not functionally impaired 60 years of age or older?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31. Does the center have records that indicate that each adult under the age of 60 meets the functionally impaired criterion?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32. Does the center have records that indicate that participants reside in their own home or group living arrangements where the adult primarily has care for him/herself, which makes them eligible for CACFP meal reimbursement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33. If the center enrolls participants with various living arrangements, does the center have a process in place to determine who is eligible for CACFP meals and meals are claimed only for eligible participants' meals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34. Does the center have individual plans of care for each functionally impaired adult?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35. Are individual plans of care reviewed and updated on a reasonable frequency (i.e. quarterly or yearly)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
36. Does the center provide care for eligible adults less than 24 hours per day?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
37. Does the center provide a structured comprehensive program that provides a variety of health, social and related support services to enrolled adults?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
38. If the center operates multiple programs for which participants are not eligible for CACFP meals, does the center have a process in place to determine which meal recipients are CACFP eligible and that meals are claimed for only eligible participants' meals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
39. Does the center ensure that meals are not claimed for adults who come to the center only to participate in the following programs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a) Workshops, single day or series	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Substance abuse programs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Vocational or prevocational training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Social programs or events	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Describe areas not in compliance or that need improvement. If areas can be improved, indicate the steps the organization will take. (Attach additional sheets as needed.)

Multiple empty horizontal lines for describing areas not in compliance or that need improvement.

Describe any technical assistance provided to center.

Multiple empty horizontal lines for describing any technical assistance provided to center.

Center is Eligible to Participate on the CACFP: Yes No
Approval Recommended: Yes No

If no for either item, reason must be stated above and appeal procedures must be provided.

Signature of Center Contact

Date

Signature of Sponsoring Organization Reviewer

Date

**INSTRUCTIONS FOR COMPLETING PRE-OPERATIONAL VISITS
FOR SPONSORED FACILITIES
ADMINISTRATIVE and CENTER SPONSOR USE ONLY**

The center review form is designed to be used by Administrative and Center sponsors in performing a pre-operational visit of potential applicants. The best practice is to provide training to the sponsored facility, then conduct the pre-operational visit to determine if the center is practicing correct procedures. Sponsoring organizations should review a meal service during the pre-operational visit to determine how the meal is prepared, served, and documented and to provide technical assistance regarding recordkeeping. Follow the instructions below when completing a pre-operational visit.

Date of Visit: Record date of review and indicate arrival and departure times and the reviewer's name.

Name and Address of Center: Enter the legal name and the name the center is doing business as. If the center is licensed by Bright from the Start, the license is issued to the legal entity and the doing business name is listed as well. Enter the address, county located and the telephone number of the center.

Licensed Capacity: If licensed by Bright from the Start, enter the capacity of the center at 35 sq. feet and if applicable the licensed capacity for the two extra hours at 25 sq. feet. This information can be found on any licensing review document. For those facilities that are not licensed by Bright from the Start, enter NA for not applicable.

Number Enrolled: Enter the number of enrolled eligible participants. For child care centers, this number includes infants regardless of whether the center intends to claim meals for infants. For adult centers, only the number of enrolled adults that meet the participant eligibility criteria should be counted.

Program Type: Check the type of program operated by the center. If the center operates both the child care program and the At Risk After School Care Program at the same location, check both programs.

Organization Type: Check whether the center is a non-profit or profit organization. For organizations that are for-profit, indicate the eligibility method being used to qualify. Adult Care centers cannot qualify using the free or reduced price meal eligibility method.

Type of Food Service: Check how and/or where meals will be prepared. If the center will be using a food service management company, ensure that the Bright from the Start procurement manual is provided and the requirements are covered in training. Provide the applicable forms to the center. If a formal procurement is required, contact Nutrition Services for guidance.

Licensing/Approval

In order to qualify for the CACFP, child care centers must meet one of the three licensing or approval types.

Licensing Type:

If the center is licensed by Bright from the Start as a group day care home or child care center, check the DECAL box. If the center is on a military installation and licensed by the Department of Defense, check the DOD box.

Approval Type: For Head Start programs that are not licensed in Georgia, check the Head Start Performance Standards. For other child care programs that are not licensed in Georgia, but have been approved by a Federal, State, or local government entity, check this box.

Adult centers, because they are not licensed in Georgia, must be approved by a Federal, State, or local government entity. Therefore, this type of approval is the only type that can be checked for an Adult Care center.

Indicate the authority (government entity or program) under which the center is approved to operate.

Alternate Licensure: Child care centers which are not licensed or approved by a Federal, State, or local authority may use the CACFP Child Care standards to qualify. The center or the sponsor may elect to complete the CACFP Child Care standards instrument. Adult care centers cannot qualify using CACFP Child Care standards so this item is not applicable to them.

Centers that operate the At Risk After School Care Programs, Outside School Hours Centers, and Emergency/Homeless Shelters **only** are not required by CACFP regulations to be licensed, approved, or meet alternate licensure requirements (compliance with CACFP child Care Standards) and should check the Exempt box.

While these types of centers are not required by CACFP regulations to be licensed, At Risk After School Care Programs and Outside School Hours Centers may either be required to be licensed or have an exemption from licensure in the State of Georgia. These types of centers must also comply with any State and local health and safety standards.

Meal Served: Record the meal type, i.e. breakfast, lunch, snack, and the components served.

For each question, check “Yes” if the center is meeting the requirement. Check “No” if the center is not meeting the requirement, or check NA if the item is not applicable. Some items checked as “no,” will disqualify the center from participation. For other items, provide technical assistance and determine whether the center has the capacity to maintain corrective action.

Item 1:

Observe the posted menu and determine if the meal contains all the required components. For further guidance on meal pattern requirements, refer to 7 CFR 226.20 and the Food Crediting Guide.

Compare food items served on the day of review to the written menu prepared by the center. Menus should accurately reflect which food items were served to meet the meal pattern requirements. Menu substitutions should be appropriate and recorded on the menu. Provide technical assistance for all non-creditable items and nutrition education to improve meal quality.

Items 2:

Federal, state, or local licensing or approval is required for all adult care and child care centers, except those centers that participate only as At Risk After School Care Centers, Outside School Hours, and Emergency/Homeless Shelters. If the child care center is licensed or has some type of Federal, State, or local approval to operate from a government entity, then check NA. If not, the center must comply with CACFP Child Care Standards. The sponsor must check NA for this item for adult centers as adult centers must have some type of Federal, state, or local licensing or approval.

Child Care Centers that are not licensed by a Federal, State, or local authority must comply with CACFP Child Care Standards and have a current health/sanitation permit or satisfactory report of inspection conducted by local authorities within the past 12 months and a current Certificate of Occupancy or satisfactory report of fire/safety inspection conducted by local authorities within the past 12 months.

Centers that are using CACFP Child Care Standards to qualify must use the Bright from the Start Child and Adult Care Food Program Child Care Standards form to conduct an evaluation of their center to assess compliance with the standards. If a standard is not met, the center must take steps to become compliant. If the organization takes the steps to become and remain compliant with the standard, the center can consider itself compliant and may qualify for the CACFP. If the center cannot meet and permanently maintain compliance with the CACFP child care standards, it is not eligible to participate. Centers qualifying under the CACFP Child Care Standards must conduct an evaluation at least once a year and ensure compliance to continue participation.

Centers must submit the Alternate Licensure Self-Certification form with an initial application and maintain the CACFP Child Care Standards form at the center. Refer to the Add-a-Site checklist for the documents that are needed for each type of center.

Item 3:

Sponsors are required to conduct training with key staff at each center prior to making an application for the CACFP. Bright from the Start has defined “key staff” at sponsored facilities as the individuals that are responsible for the operation of the CACFP at the center. Determine whether the person(s) actually performing these administrative duties for the CACFP has received training.

Item 4:

Determine if the center has a procedure in place to submit records to the sponsor in a timely manner according to the agreement with the center? If not, provide training to the center to ensure records are submitted so that claims for reimbursements are not delayed.

Item 5:

Each sponsored center must maintain all records to support the claim for reimbursement per 226.10(d) for three years after the date of submission of the final claim for reimbursement for that fiscal year. Determine where and if the center’s procedures for maintaining these records will meet these requirements.

Item 6:

The center should be provided either a paper or electronic version of FNS Instruction 796-2 Rev. 3 which provides guidance on costs that may be paid with CACFP reimbursement.

Item 7:

All facilities that participate on the CACFP have two optional systems for charging for CACFP meals, both of which are tied to the Program's free and reduced price meal policy. These systems are "non-pricing" and "pricing" programs.

When an organization has a pricing program, a Written Free and Reduced policy statement must be created. The guidance for developing this statement can be found in the "Add-a-Site Instruction Booklet."

When a center is a pricing program, households can only be charged for the number of meals that are actually served to the enrolled participant. This means that the organization must not charge a household for any meals that the participant was not present to receive. Therefore, the pricing organization must have a system in place to count, record, and charge the household for only those meals that are actually served to the enrolled participant.

Additionally programs may not charge some participants a separate fee while not charging others in the facility a separate fee for meals. For example, many organizations that have the Georgia Pre-K program are allowed by Pre-K guidelines to charge the Pre-K students a separate charge for meals. However, if the center participates on the CACFP, the center cannot treat and charge differently for different groups within the center. The center must choose to be either a pricing or non-pricing program and apply this system across the entire organization.

If a pricing program, determine if the system is applied consistently across the program and that participants are only charged for meals consumed. Lastly, determine the method for receiving payment of meals for reduced or paid participants. The method used to receive payment from and provide meals to those participants who receive meals at a reduced price or those who receive a free meal must not overtly identify the participant as a free or reduced price meal participant.

Item 8:

This item is applicable to child care centers and Head Start centers. Mark "NA" for all other sponsored centers. Discuss the requirement of annually updating enrollment information and determine the procedure or form that the organization will use. The center has the option of documenting enrollment information on the Income Eligibility Statement. For those centers that choose not to use the Bright from the Start Income Eligibility Statement for all participants, enrollment information must be on file for these children at the center. If the center uses the IES for all participants, the sponsor should be able to make this determination without reviewing information at the center. If the center does not use the IES form for all participants, review the enrollment information for participants for which the IES will not be used to determine if the guidelines for enrollment found at 7 CFR 226.15(e)(2) will be met. Enrollment information must be updated and signed by the parent annually.

Item 9:

All child care centers that enroll infants must offer formula to infant households. Per Bright from the Start Policy Memo it's recommended that an affidavit be on file to support the parent's choice to supply formula. Review the procedures for offering formula and/or review documentation to support the center's procedure.

Item 10:

Center Sponsors

Center sponsor (affiliated centers), must ensure that administrative costs for all sponsored facilities do not exceed 15% of the total meal reimbursement for the fiscal year. Since most accounting information is performed centrally for this type of sponsorship, it may not be necessary to relay information to each sponsored facility in this area.

Administrative Sponsors

The Administrative Sponsor must provide the sponsored center with the Budget for Sponsored Center's form. The center must indicate how it will use the CACFP reimbursement received. The sponsor must keep the Budget Form on file for the fiscal year. Because no more than 15% of the center's reimbursement for the fiscal year can be used toward administrative costs, the sponsor must ensure that any administrative costs that the center incurs and pays with CACFP funds along with the administrative fee withheld from the sponsored facility do not exceed 15% of the reimbursement for that center. If the sponsored center is performing any administrative duties, the center is allowed to claim these costs, but this arrangement must be worked out with the administrative sponsor and it's recommended this arrangement be stated in the agreement with the center. The sponsor may withhold no more than its actual administrative costs, but not more than 15% of the total meal reimbursement.

Item 11:

7 CFR Section 226.15(e)(6) and Bright from the Start CACFP policy 26 requires each institution to maintain copies of invoices, receipts or other records to document: (i) administrative costs claimed by the institution; and (ii) operating costs claimed by the institution.

Center Sponsors - If the center being reviewed is under a center sponsor, and the center is not required to maintain the receipts or the applicable forms, but this responsibility is the sponsor's, note this item is not applicable to the center by checking NA.

Administrative Sponsors - Each center must maintain the Monthly Record of Operating Costs and the Monthly Record of Administrative Costs form. Ensure that center staff understand their responsibility in maintaining this documentation and keeping all receipts to support the costs.

Item 12 and 13:

Each center must receive Civil Rights training prior to participation on the CACFP. The training topics covered must include collection and use of racial-ethnic data, effective public notification systems, complaint procedures, compliance review techniques, resolution of noncompliance, requirements for reasonable accommodation of persons with disabilities, requirements for language assistance, conflict resolution and customer service. Obtain and refer to FNS Instruction 113-1 for more information.

The center must allow equal access to the program and not discriminate based on race, color, national origin, sex, age, or disability. Inquire with administrative staff regarding admission criteria. Determine if admission criteria restricts any individual based on the protected classes. During the visit notice if staff are separating or treating participants differently based on the characteristics listed.

Item 14:

The reviewer should observe the meal counts taken and recorded on the Daily Menu and Food Service Record. An accurate system is based on an actual count of participants served and must consistently yield correct results. Examples of meal count methods that are NOT accurate are plate counts, use of enrollment/attendance data for meal count, other figures derived from enrollment and/or attendance data, etc. Counts must be taken at the time of service or directly after the service of the meal. Determine if an appropriate count is being taken.

Item 15:

The Daily Menu and Food Service Record must be used to record actual meals and the number served unless the center has received approval to use an alternate form. Review any Daily Menus that have been completed since the training was provided to ensure accuracy of documentation.

Item 16:

If the center is applying for the At Risk After School Care program, review and record the activities that are taking place. Ensure that the center is in compliance with Bright from the Start CACFP policy 34. The center must be providing enrichment or educational activities during the after school program in order to be eligible for this program. This does not mean that during the after school program, free time (playground or videos) is not allowed. However, free time should not be the majority of the program agenda. If at the time of the review, educational or enrichment activities are not being conducted, review the agenda that is available for the program. There should be educational or enrichment activities listed. While there is a wide array of activities that could fall into enrichment or educational activities, the staff at the center must be actively involved in providing these activities. Simply having the students complete their homework while at the program with no involvement from the staff would not qualify the center under this program.

Item 17:

Ensure that the center has tables that are appropriate for the age of the participants being served. If not, the center may still be eligible, but may need to purchase tables that are appropriate for the age of the participant. Provide technical assistance in this area.

Item 18:

If the size of the kitchen cannot accommodate the number of participants that will be served, the sponsor should discuss other options such as contracting with a School Food Authority or a vendor for preparation and delivery of meals. Refer to the Bright from the Start procurement manual and discuss the requirements for ensuring a proper procurement is conducted. For assistance, contact Bright from the Start.

Items 19-27: Determine if reasonable health, safety and sanitary conditions exist in the center. Any serious health and/or safety and/or sanitation problem(s) should be discussed with the staff and brought to the attention of the appropriate local and/or State agencies (if applicable).

Adult Centers

Items 28-40 are only applicable for adult care centers. Indicate Not Applicable if the center is a child care center. The sponsor should refer to Bright from the Start CACFP policy 33 regarding adult care centers and ensure that the center meets all the requirements to make an application.

Item 28:

Per Federal and Bright from the Start policies, adult centers must be providing care for functionally impaired adults. There is no specific number of functionally impaired adults that must be in attendance, but the center must be open to provide care to this group of people. The definition of functionally impaired can be found in Bright from the Start CACFP policy 33 or in the regulations in the definition section. If the center does not meet this criterion, it does not qualify for the CACFP.

Item 29:

Review enrollment records or other documentation to determine if the center has documented the age of each participant.

Item 30:

Review enrollment records to determine the ages of enrollees. For those adults not functionally impaired, the participant must be 60 years or older to claim their meal for reimbursement. If the center enrolls participants that are not functionally impaired and are under 60 years of age, determine the process the center has in place to exclude these individuals from the meal counts.

Item 31:

The definition of functionally impaired can be found in Bright from the Start CACFP policy 33 or in the regulations in the definition section. The enrollee must have a diagnosis of the functional impairment. This diagnosis may be noted in the individual plan of care for the adult.

Item 32:

Living arrangements for the participant must be documented in the adult's records. The living arrangements must indicate more than a physical address and should allow the sponsor to know whether the adult qualifies for participation in the CACFP. Refer to the Adult Care policy regarding living arrangements to determine what type of arrangements qualify.

Item 33:

Based on a review of the type of living arrangements of enrolled participants in the center, if the center enrolls adults with living arrangements which would disqualify the adult from participation in the Child and Adult Care Food Program, determine the procedure that will be put in place to ensure adults who do not qualify for the CACFP are not claimed for meal reimbursement.

Item 34:

Determine if an individual plan of care exists for each enrolled participant that meets the functionally impaired criterion. Adults who are not functionally impaired do not require an individual plan of care. If the center does not meet this criterion, it does not qualify for the CACFP.

Item 35:

Determine the timeframe that each individual plan of care is reevaluated and redeveloped. There should be a standard frequency that is established to review the plan of care such as yearly, 18 months, or 2 years. A timeframe of more than 2 years would be unacceptable.

Item 36:

To qualify for the CACFP, the adult care center must be providing care for adults for less than 24 hours a day. Those programs which have responsibility for the adult on a 24-hour basis are not eligible to participate in the CACFP. If the center has both an adult care center where care is provided for less than 24 hours and another program where care is provided for 24 hours, the adult care center can participate, but cannot include those adults that are in the care of the center on a 24 hour basis.

Item 37:

For adults to qualify for the CACFP, it must provide a comprehensive care plan for each adult. Care must focus on those areas that are identified in the individual's plan of care. Programs that are focused only on one area such as vocational training are not eligible to participate. Refer to the Adult Care policy for more information.

Item 38:

When a center operates programs where individuals come to attend only a single workshop or event, but does not provide comprehensive care, those adults are not eligible to participate in the CACFP. Determine if the center has programs of this nature. If so, the center must have a process in place to ensure adults who do not qualify for the CACFP are not claimed for meal reimbursement. Review and determine if such a process exists.

Item 39:

This question is only applicable to centers that operate multiple types of programs where adults come to the center only for participation in workshops, classes, programs, and events and are not enrolled for a comprehensive care program.

If the center has workshops, substance abuse programs, vocational training or social programs or events that can be attended by individuals that are not enrolled in the center for a comprehensive care program, and these adults are served meals, determine the procedure that will be in place to not claim these adults on the CACFP.