



CACFP Site Review Form

For Sponsoring Organizations of At-Risk Afterschool Programs

Agency Name:	Site Name:
Address:	CACFP Site Number:

Review Date:	Arrival Time:	Departure Time:
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<input type="checkbox"/> Unannounced (No prior notification)	<input type="checkbox"/> Announced	Review (circle one):	1	2	3
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Meal Service Observed (circle one):	Bkfst	AM	Lunch	PM	Supper	Eve	No Meal
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Instructions:

1. Review the previous CACFP Site Review Form for finding(s).
2. Check during this site visit if effective action was achieved for all finding(s) noted during the last visit.
3. Answer all questions within each section of this form while onsite. If "No", provide further information in *Comments*.
A "No" response is a finding that requires corrective action. Complete Section 10 on page 4.

"...And Justice For All" poster is posted	<input type="checkbox"/> Yes <input type="checkbox"/> No	<i>Building for the Future</i> Flier	<input type="checkbox"/> Posted OR <input type="checkbox"/> Distributed	License is posted and current	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> NA, not licensed
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Section 1: Sanitation and Safety Requirements				
	Yes	No	N/A	Comments
1. Refrigerator(s) are clean and maintains temp of 40°F or below				
2. Freezer(s) are clean, defrosted and maintains temp of 0°F or below				
3. Food is stored above floor to allow air circulation and cleaning				
4. All food is labeled and dated				
5. Proper food handling procedures are followed				
6. Meals are received at proper temps (≤40°F and ≥135°F)				
7. Appropriate dishwashing and sanitizing procedures followed				
8. Cleaning supplies/toxic materials are stored away from food and out of reach of participants				
Section 2: Menu and Meal Records: <i>Review all meal documentation for current month (including vended meals)</i>				
Menus	Yes	No	NA	Comments
1. Dated menus for all meals served are available onsite				
2. Menu changes are noted on menus				
3. Menus include the following: <ul style="list-style-type: none"> Milk types (fat content specified by age group) Whole Grain-Rich (WGR) items Cereal names (if served) Specific fruits and vegetables 				
Production Records (or delivery records if meals are purchased from a vendor or delivered from another site)				
4. Production records and/or delivery slips provide required meal information and are available onsite				
5. Total quantities of food prepared/delivered are sufficient for meeting minimum serving sizes of each meal component and age group				
6. Number of staff eating meals is recorded on production/delivery records				
7. Product packaging is on file to credit the following food items: <ul style="list-style-type: none"> Whole Grain-Rich Items Cereals Yogurt Tofu 				
8. Store-bought combination foods have CN label or Product Formulation Statement on-hand and used for serving proper portion sizes to each age				



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	Yes	No
1. Meal counts have been recorded up through the time of the review. If "No", these meals cannot be claimed		
2. The meal counts for the prior five days appear reasonable when compared to today's meal count		
3. Meal counts for today and the prior 5 days appear reasonable when compared to enrollment and attendance		
4. Total attendance each day is equal to or exceeds total meal counts for the meal. If NO, find source of error (e.g. participants not signed in/out, meal counts not properly recorded). Correct errors prior to claim submission		
Comments:		

Section 6: Meal Service Observation (for 1+ Year Olds) <input type="checkbox"/> N/A – A meal was not observed → skip this section							
The monitor must observe the meal service <u>in all rooms</u> where meals are served							
Observed meal (circle one): Breakfast AM Snack Lunch PM Snack Dinner Eve Snack							
Meal Component	Specific Foods Served	Total Quantity Prepared/Delivered or Portion Size Offered					
Milk (<i>Specify types by age group</i>)							
Meat/Meat Alternate							
Vegetable							
Fruit (or 2 nd Vegetable)							
Grain							
				Yes	No	NA	Comments
1. The foods listed on the menu for the meal are the same as the foods served							
2. Creditable foods were served for each required meal component							
3. The quantities of food prepared/delivered was sufficient to provide the minimum serving sizes for the number of participants and staff served							
4. Participants were offered all meal components in accordance with the meal service method being followed (family style, pre-plated, or cafeteria style)							
5. Staff count participants in the time-of-service meal counts only when served meals containing creditable foods for each required meal component							
6. The time-of-service meal count is recorded either during the meal service or immediately following							

Section 7: CACFP Training Requirements			
	Yes	No	Comments
1. All staff responsible for CACFP tasks at the site received annual training on CACFP requirements applicable to their responsibilities			
2. New staff or staff newly assigned CACFP tasks received training prior to being responsible for these tasks			
3. All program staff received civil rights training within the last year			
4. Based on the outcome of this site review, all staff are sufficiently trained			
Comments:			

Section 8: Attendance Records			
	Yes	No	Comments
<input type="checkbox"/> Daily attendance records of the participants attending site are maintained			



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Section 9: Findings, Corrective Action, and Follow-Up

1. Check previous CACFP Site Review Form for finding(s).
Was effective action achieved for all findings noted during last site visit?

- N/A, no findings cited
 Yes
 No (Check column B, below, for each repeat finding)

2. Complete columns A-E for finding(s) cited during today's site review

Column A: Finding - list each requirement from today's site review with a **NO** answer

Column B: Finding cited during previous site review - Check box if the finding was previously cited

Column C: Required Corrective Action (CA) - List steps required to correct finding (*person responsible, training, resources, etc.*)

Column D: CA Due - List date when CA must be complete

Column E: Follow-Up - List how and when monitor verified CA was complete (this will be completed at a later date)

N/A - No findings were identified during today's site review

A. Finding:	B.	C. Required Corrective Action (CA):	D. CA Due	E. Follow-Up
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			

Monitor's Signature (Staff person completing the CACFP Site Review)	Date
Site Staff's Signature (Site staff person present during this site review and responsible for corrections)	Date