

## CACFP Review: A Few Things to Know

### Review Planning/Notification

- Completed every 3 years, may be more often
  - Announced or unannounced (*No prior notification*)
- Provided with announcement letter and checklist (*N/A for unannounced*)

### Review: Before (Agency)

- Determine who is responsible for each CACFP task (*Refer to your online contract*)
- Discuss review process with staff
- Review internal policies and procedures
- Review previous CACFP onsite review findings and make sure issues have been corrected, if applicable
- Write down any questions you have for the DPI consultant
- Prepare items on checklist provided

### Review: During (Agency and DPI)

- Entrance conference: Provide overview of process and verify all required documents are readily available
- DPI answers agency's questions
- DPI reviews items on checklist, administrative and operational aspects
- DPI provides technical assistance and recommendations
- Exit conference: Go through findings and required corrective action

### Review: After (Agency and DPI)

- Agency completes and submits required corrective action by due date
- DPI calculates fiscal action, if applicable
- Review closed after DPI approves corrective action

### Call your consultant with questions!

Authorized Representative/Owner  
and/or Person in Charge of CACFP  
must be available during the review