



# CACFP Site Pre-operational Visit Form



For Sponsoring Organizations of  
Child Care Centers, At-Risk Afterschool Programs, OSHCC, and Emergency Shelters

A CACFP pre-operational visit must be completed by the agency's monitor at the site prior to the start of CACFP operation when it is a new site, is at a new location, or has not operated for more than one month.

Agency Name \_\_\_\_\_ Date \_\_\_\_\_

Site Name \_\_\_\_\_ Address \_\_\_\_\_

Start Date-CACFP Operation: \_\_\_\_\_ Check One:  New Site  New Location (site moved)  No Operation for > 1 month

**Type of Site:**

- Child Care Center
- Outside of School Hours Care Center
- At-Risk Afterschool Program
- Emergency Shelter

**Regulatory Information (From Site License, Certification or Other):**

Capacity \_\_\_\_\_ Ages Served \_\_\_\_\_ Regulation Expiration Date (if applicable) \_\_\_\_\_  
Months/Days of Operation \_\_\_\_\_ Hours of Operation \_\_\_\_\_

**Meal Services (Check Site's Requested Meal Services):**

<u>Meal Type</u>	<u>Time of Service</u>	<u>Estimated Average Daily Participation</u>
<input type="checkbox"/> Breakfast	_____	_____
<input type="checkbox"/> AM Snack	_____	_____
<input type="checkbox"/> Lunch	_____	_____
<input type="checkbox"/> PM Snack	_____	_____
<input type="checkbox"/> Supper	_____	_____
<input type="checkbox"/> Evening Snack	_____	_____

**Location of Meal Preparation (Check one):**

- Self-preparation (on-site)
- From central kitchen (At another site's kitchen)
- Through Vendor Agreements:*
  - From school district
  - From Food Service Management Company
  - From health care facility
  - Other (specify) \_\_\_\_\_

Answer all questions for this specific site on the day of the pre-operational visit. A "No" response may indicate a problem that requires attention prior to participating on the CACFP.

**1. Compliance with Sanitation and Safety Requirements**

The site is equipped for and the site staff is trained on the following sanitation and safety requirements:

	Yes	No	N/A	If N/A, explain:
a. Kitchen storage and counters are clean				
b. Refrigerator is clean and maintained at temp of 40°F or below				
c. Freezer is clean, defrosted and maintained at temp of 0°F or below				
d. Dishwashing and sanitizing procedures will be followed				
e. Foods will be maintained at proper temps (≤40°F or ≥135°F)				
f. Garbage and waste will be covered and removed daily				
g. Food handling procedures will meet all sanitation requirements				
h. Food will be properly stored in refrigeration/freezer units and dry areas. All open reusable food will be labeled, dated, & properly stored				
i. Cleaning supplies and other toxic materials will be safely stored out of the reach of children and away from food				
j. Food will be stored at least 6" off floor (8" if in basement)				

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## 2. CACFP Records and Requirements

Is there a plan for completing and maintaining the following records and requirements at the start of the site's CACFP operation?

Check "N/A" for records that are not required for this site type.

	Yes	No	N/A	Comments
a. Daily, Dated Menus for all meals/snacks				
b. Daily, Dated Production Records for all meals/snacks (self-prep or central kitchen sites)				
c. <b>Vended or meals delivered from another location:</b> daily records of all food amounts delivered and/or production records				
d. Time of Service Meal Count Records for each meal type claimed				
e. Meal service method and compliance with the meal pattern				
f. Daily Attendance Records				
g. Invoices/receipts for purchases for food service				
h. DCF enrollment forms on file for each child in attendance				
i. Household Size-Income Statements				
j. USDA Nondiscrimination statement included where USDA/CACFP mentioned (i.e. policy handbook)				

## 3. Has all site staff with CACFP responsibilities been adequately trained on Program requirements?

*Prior to operation, site staff must at minimum be trained on points listed under #2 CACFP Records and Requirements and all sanitation and safety requirements listed in #1 Compliance with Safety and Sanitation Requirements, as pertinent to their responsibilities.*

- Yes** Give date \_\_\_\_\_
  **No** If no, which staff must still be trained and when will the sponsor provide the needed training?

## 4. Following materials are posted on site:

- "...And Justice For All" Poster (must be in a location that is visible to the public)
- Building For the Future Flier* (posted or distributed)
- WIC Fact Sheet* (posted or distributed) (Child Care Centers Only)
- Infant Menu and Infant Meal Pattern*
  - Must be posted in each infant room in a location visible to parents and guardians
  - Must be posted in a visible location to all parents, such as the parent board or distributed
- \_\_\_\_\_

### List corrections, changes, or information needed prior to starting the CACFP:

*Include (if applicable): person who will complete task(s), how often task(s) will be completed (daily, weekly, monthly, etc.), implementation date, and where records are kept. Indicate if technical assistance was provided or webcasts will be watched by staff.*

Provide the date and method of follow-up for verifying the corrections or changes listed above were made and/or the listed information was received:	Date:
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Signature of Monitor (Sponsoring Organization Representative)	Date
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Signature of Site Staff Person (if present during this pre-operational visit)	Date
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*Please note if a site staff person is not present to sign this form.*