ADMINISTRATIVE REVIEW OBJECTIVES

- Assess compliance with program requirements
- Provide technical assistance
- Recommend corrective action
- Assess fiscal action, if applicable
REVIEW LOGISTICS

- Announcement letter
- Phone or email contact from monitor to schedule exact date and time of on-site review
- On-site review
- Exit conference
- Review report
- Corrective action plan, if necessary
AREAS OF INTEREST

- Recordkeeping
- Enrollment and Eligibility Documentation
- Meal Counts and Claim for Reimbursement
- Menus and Meal Service
- Expenditures
- Civil Rights
- Training
- Sanitation
- Multi-site Sponsors
Records must be maintained for three years plus the current year.

The CACFP fiscal year is from October 1\textsuperscript{st} through September 30\textsuperscript{th}.

Records from the current fiscal year will be reviewed.
ENROLLMENT AND ELIGIBILITY DOCUMENTATION

- Enrollment forms (ISBE 67-98)
- Sign-in, sign-out sheets
- Attendance records
- Eligibility documentation for all children claimed for free or reduced-price meals
  - Direct certification report
  - Household Eligibility Application (ISBE 69-88)
  - Legal document from DCFS, a court or a foster care agency, for foster children certified without a Household Eligibility Application
  - Master List for Head Start or Even Start (ISBE 65-10)
- Emergency Shelter exception – intake documentation is acceptable in lieu of an enrollment form and eligibility documentation; attendance records are not required
Meal Counts and Claim for Reimbursement

- **Meal Participation Records (ISBE 68-75)**
  - Daily
  - Each claimable meal service
  - Program and non-program adults

- **Total Meals Recap (ISBE 67-22)**
  - Monthly
  - Consolidation of site counts

- **Documentation of For-profit Eligibility (ISBE 67-91), if a for-profit institution**
  - Monthly
  - Each site

- **Claim for Reimbursement**
  - Monthly
  - Each site
  - Sponsor
MENUS AND MEAL SERVICE

- Infant menus (age birth to 11 months)
  - Create for each claimable meal service
  - List all meal components served
  - Date the menus

- Child menus (age 1 and older)
  - Create for each claimable meal service
  - List all meal components served
  - Date the menus
MENUS AND MEAL SERVICE CONT’D...

- Infant Formula Food Waiver Notification (ISBE IFWN)
- Physician’s Statement for Food Substitutions (ISBE 67-48)
- Meal observation on day of review
EXPENDITURES

- Cash Disbursements (ISBE 67-24)
- Itemized receipts/invoices for food, milk and all other food program related expenses
- Food Donations (ISBE 68-77), if applicable
- Personnel Activity Report (ISBE 67-54)
- Payroll records
- Depreciation allowance calculation and supporting documentation, if applicable
- Overhead costs calculation and supporting documentation, if applicable
- Monthly Profit/Loss Summary (ISBE 67-93)

- Monthly Milk Purchase Estimate (ISBE 68-50)

- Small Purchase Agreement for Vended Meals (ISBE 67-89), School Agreement (ISBE 68-62) or Bid Contract (ISBE 69-99), if applicable
CIVIL RIGHTS

- Target population data by ethnic and racial category
- Beneficiary data by ethnic and racial category
- Provide informational materials to participants in an appropriate translation
- Include the nondiscrimination statement and procedure for filing a complaint on all printed program materials
- Display the *And Justice for All* poster
- Display the *Building for the Future* brochure
TRAINING

- Documentation of Training (ISBE 67-25)
  - Annually
  - CACFP operational requirements
    - Meal pattern for children
    - Meal pattern for infants, if applicable
    - Meal counting
    - Recordkeeping
    - Claim submission
    - Reimbursement system
    - Any other program areas that will be the responsibility of staff
  - Civil Rights requirements
SANITATION

- Department of Public Health inspections must be maintained and all citations must be corrected
MULTI-SITE SPONSORS

- Additional responsibilities:
  - Employ monitors
  - Train monitors
  - Train staff at all facilities
  - Review all sites at least 3 times per year
    - Monitor Review Form for Sponsors (ISBE 67-59)
  - Conduct a pre-approval visit for new sites
    - Preapproval Visit Form (ISBE 67-60)
  - Household contacts
  - Edit Checks 1 and 2 (ISBE 65-09)
    - Approved meal services
    - Maximum number of meals
  - Disbursement of funds to each site
QUESTIONS