

## **PRE-OPERATIONAL REVIEW VISIT**

Child and Adult Care Food Program (CACFP)

Nutrition Division

Illinois State Board of Education (ISBE)

100 North First Street, W-270

Springfield, IL 62777-0001

Phone: 217.782.2491 or 800.545.7892

Once your paper application has been completed and reviewed by the Illinois State Board of Education, the Pre-Operational Visit Request Form will be sent to you for completion and submission back to the ISBE office. Once that form is returned to ISBE, an ISBE monitor will call to schedule an appointment for your Pre-Operational Visit.

- It is encouraged that the owner of for-profit institutions or principal/key individuals of non-profit institutions responsible for the overall administration of the CACFP **and** the individual(s) responsible for the daily activities participate in the Pre-Operational Visit.
- If the required CACFP procedures are *not* in place at the time of the Pre-Operational Visit, and information does not meet CACFP standards, your institution will be required to submit a written Corrective Action Plan for approval. In some cases, new institutions will be asked to view another new institution training segment to reinforce their knowledge of the program. A second Pre-Operational Visit will then be scheduled. If you fail to pass this second Pre-Operational Visit, your CACFP application will be denied.
- If you have a successful Pre-Operational Visit, your approval date will be determined based on your visit and USDA regulations.

All of the following procedures and policies must be completed and/or operational before the Pre-Operational Visit can be scheduled and then conducted. When all procedures are implemented, return the completed Pre-Operational Visit Request Form to the ISBE office.

The following processes *must* be in place before the Pre-Operational Visit can be scheduled and then conducted. Please check box indicating that each process is complete and in place.

### **Eligibility/Enrollment Documentation**

- Master List of Enrolled Children (ISBE Forms 67-95), maintained by site
  - Head Start or Even Start use ISBE Form 65-10
  - Emergency Shelters use ISBE Form 65-12.
- Daily attendance maintained for each site.
  - At Risk After School must have daily sign in and sign out sheets.
- Household Eligibility Applications
  - Not applicable for Head Start, Even Start, At-Risk After-School Snack/Supper Programs or emergency shelters)
- Documentation showing 25 percent eligibility.
  - subsidized monthly billing reports or free/reduced applications
  - for-profit institutions only

### **Child and Adult Care Food Program Enrollment Forms**

- CACFP Annual Enrollment Forms (ISBE Form 67-98) are on file for all children

- At-Risk After-School Hour Programs, license-exempt Outside School Hours Programs, and Emergency Shelters are exempt from this requirement
  - The parent or center may complete Sections 1 through 4. The parent must review to ensure accuracy; then complete Section 5, sign and date Section 6. If parent does not complete Section 5, center staff should complete to the best of their ability (by observation) and initial the section. The center will review completed enrollment form and enter effective date in lower left section.
  - Collect, review, and evaluate enrollment forms and maintain on file for every child.
- Intake documentation maintained for emergency shelters only

### **Meal Counts**

- Complete Meal Participation Records (ISBE Form 68-75)
- At-Risk After-School Hour Programs use ISBE form 69-14
  - Emergency Shelters use ISBE Form 69-04
  - Use this form to record accurate meal counts for each meal service requested.
  - Record children's meal/snack when you can see a reimbursable meal/snack was served to each child.
- At the end of the month, use the Total Meals Recap form (ISBE Form 67-22).
- Monthly Claim for Reimbursement procedures are understood.

### **Menus and Meal Service**

- Dated menus are posted for infants and children and then kept on file.
- Menus meet meal pattern requirements and portion sizes.
- Follow *Meal Pattern for Children* (children ages 1 through 12, 13-18 years).
  - Follow *Infant Meal Pattern and Requirements* (infants birth through 11 months of age).
- Infants Formula/Food Waiver Notifications required for all infants
- Physician's Statement for Food Substitutions on file (when applicable)
- Meals are served in a CACFP-accepted style to ensure that children will receive a reimbursable meal. There are several different methods that can be used to serve the meals to children:
- Pre-Plated—Adults serve the required meal components and portion sizes to each child. Each student must take all required food items for a reimbursable meal.
  - Family-Style—Serving bowls contain enough food to allow full portions for each child at the table. Children pass around the serving bowls and serve themselves the amount of food they want. Encourage each child to take and eat the minimum required portions. Children not taking the full portion need to be encouraged to take a full serving. When encouraged and the child refuses to take anything, the meal may still be claimed for reimbursement.
  - Modified Family-Style—Children pass some of the food items and serve themselves the amount of food they want, according to family-style service requirements. The other food items are served by adults and the required portion size is given to each child.
  - Buffet-Style—Children go through a serving line and select pre-portioned food items. Each child must take all the required food items for a reimbursable meal.
  - Cafeteria-Style—Children go through a line where an adult serves the required meal components and portion sizes. Each child must take all the required food items for a reimbursable meal.

## Expenditures

- An accounting system is in place to record all revenues and expenditures for CACFP
- A non-profit food service operation is maintained, and documentation includes:
  - Itemized receipts for food, milk, and other food related expenses
  - Documentation for vended meals, such as delivery tickets, and a copy of the current vendor contract (when applicable)
  - Labor cost sheets for both administrative and food service staff
  - Cash disbursement form
  - Monthly Milk Purchase Summary
  - Monthly Profit/Loss Summary

## Program Records

- Department of Children and Family Services (DCFS) license (if applicable)
- Annual training Documentation
  - Conduct initial training for all staff on the CACFP requirements and Civil Rights.
  - Document training for staff on Documentation of Training (ISBE Form 67-25).
- For multi-site sponsors only—your organization must follow the Fact Sheet-Responsibilities for Sponsoring Organizations on our website at [http://www.isbe.net/nutrition/pdf/multi-site\\_factsheet.pdf](http://www.isbe.net/nutrition/pdf/multi-site_factsheet.pdf).

## Data Collection

- Racial/ethnic enrollment data and beneficiaries – collected on CACFP Annual Enrollment Form. (For programs that do not use this form, please complete by staff observation using the Ethnic and Racial Data Collection Document found online at [https://www.isbe.net/documents/cacfp\\_ethnic\\_data\\_coll.pdf](https://www.isbe.net/documents/cacfp_ethnic_data_coll.pdf).)

## Other

- Notification of CACFP availability to grassroots organizations
- Display USDA's *And Justice For All* civil rights poster
- Building for the Future* tri-fold brochure material available with sponsor name and telephone number
- WIC (Women, Infants and Children) Flyer —Provide to parents OR display in a highly visible area (At-Risk After-School Snack/Supper Programs are not required to post this information.)

The *And Justice For All* poster, *Building for the Future* brochure and WIC flyer can be found on the ISBE website at [www.isbe.net/CACFPInstitutions](http://www.isbe.net/CACFPInstitutions).