Sponsor Pre-operational Visit Checklist

- An eleven day cycle menu (Required meal pattern)
  - Self-prep
  - Contract
  - Offer vs Serve
- Health Department letter
  - Send a copy to the local health department—also revisions
  - Send a signed copy to the IL State Board of Education (ISBE)—Attn: Amy Bianco
- Program announcement
  - Send to the local media outlet (newspaper, radio, TV, etc)
- Grassroot letters
  - Send to community organizations
- Training dates and agenda
  - Hold training prior to the start of the program
- Monitoring plan
  - Pre-operational visit (must be completed before ISBE staff arrives)
  - First Week Site visit
  - Four Week Review
  - Follow-up Reviews
- Administrative Labor Worksheet
  - Email a copy to ISBE—Attn: Amy Bianco
- Accounting System
  - Record costs (General Ledger)
  - Document costs (Receipts, Time sheets)
- Online Application
  - Sponsor application
  - Site application
  - Budget
- Claims for Reimbursement
  - Process to submit claim (consolidate and verify)
- Civil Rights Compliance
  - Front line training
  - “And Justice For All” posters
  - Beneficiaries
- Household Income Applications – if applicable
  - Process for obtaining information and approving