

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