

HOW TO PREPARE FOR AN ADMINISTRATIVE REVIEW

Child and Adult Care Food Program

Illinois State Board of Education

Nutrition and Wellness Programs

August 2013

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



RECORDKEEPING

- Records must be maintained for three years plus the current year
- The CACFP fiscal year is from October 1st through September 30th
- 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



EXPENDITURES CONT'D...

- 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

