

ILLINOIS STATE BOARD OF EDUCATION

Nutrition Programs Division
100 North First Street, W-270
Springfield, IL 62777-0001

**CHILD AND ADULT CARE FOOD PROGRAM
MANAGEMENT ASSESSMENT FOR NEW INSTITUTIONS**

Directions: All new institutions must complete and follow this as part of the application agreement and everyday operation of the Child and Adult Care Food Program (CACFP). When asked for copies of documents to be mailed to this agency, please write in the space provided, the words "See Attachment." Mark the attachments in the upper-right corner to correspond to the number and letter on this plan.

SPONSORING ORGANIZATION NAME

A. MONITORING OPERATIONS AT ALL SITES. (Skip if organization participates only as a single site.)

Procedures used to monitor CACFP operations at all sites during the next fiscal year (October 1 through September 30).

1. What form(s) will be completed during the review? **(Check all that apply.)**
 - Pre-Approval Visit Form for Sponsors (ISBE 67-60 — to add a new site)
 - Monitor Review Form for Sponsors (ISBE 67-59)
 - Monitor Review for At-Risk, After School Snack/Supper Program (ISBE 67-77)
 - Form developed by organization (Submit a copy for approval.)

2. All staff responsible for conducting your institution's monitoring will be trained on the following: **(Check all that apply.)**
 - Monitor requirements and importance of maintaining planned monitoring schedule. See the fact sheet on **Responsibilities of a Multi-Site Sponsoring Organization**. http://www.isbe.net/nutrition/pdf/multi-site_factsheet.pdf
 - Monitor review form appropriate for your particular child care facilities.
 - CACFP meal requirements, meal service, portion sizes, meal counts and infant meal pattern and requirements when applicable.
 - 5-Day Reconciliation

3. What are the scheduled dates for reviews? All CACFP sponsors with more than one site are required to monitor their own facilities three times per year. Complete the following chart. List the name of each site and mark the months when visits will be conducted with an "A" for announced visits and a "U" for unannounced visits. If each site is reviewed the same month, write "All Sites" under the name of sites. This will eliminate having to list all the names separately. Attach separate page if more space is required.

CACFP Monitoring Requirements:

- a. At least three monitoring visits must be conducted each year.
- b. **At least two of the three monitoring visits must be unannounced each year and at least one of the unannounced visits must include observation of a meal service.**
- c. When a sponsoring organization adds a new site to the CACFP, the site must be reviewed in the first four weeks of operating the Program.
- d. No more than six months can elapse between reviews.
- e. Provide each institution written notification of the right of the sponsoring organization, the Illinois State Board of Education, the USDA, and other State and Federal officials to make announced or unannounced reviews of their operations during the institution's normal hours or operation. Institution must be notified that anyone making such reviews must show photo identification that demonstrates they are an employee of one of these entities.

Site Name	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep

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B. HOUSEHOLD ELIGIBILITY APPLICATIONS (Skip if **ONLY** operating At-Risk, After-School Snack/Supper Program or emergency shelter.) Procedures used to distribute, collect, and approve Household Eligibility Applications for all children at the site.
Check all that apply

Yes No N/A

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1. Do you operate Head Start programs?
- a. If **Yes**, the institution is not required to collect Household Eligibility Applications for Head Start enrolled children. A master list of all enrolled Head Start children will be maintained and a Head Start representative will verify and sign that the names on the list are children enrolled in Head Start. **(Skip to Section C, if all children at this facility are enrolled in Head Start.)**
- b. If **No**, complete all questions in this Section B.
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2. Will the institution use the prototype forms, Household Eligibility Application and parent letter/instructions exactly as provided without deleting information or altering the words?
- a. If **Yes**, parents will receive both pages of the Household Eligibility Application, including the Privacy Act Statement non-discrimination clause and the parent letter with instructions.
- b. If **No**, attach altered document(s) for approval.
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3. Will the institution have a set month to renew Household Eligibility Applications each year? **(Select one.)**
- a. If **Yes**, what month will the renewal process be conducted? **(July is recommended.)**

- b. If **No**, explain your procedure in detail to ensure all applications are renewed prior to expiration. **(Attach explanation.)**
4. How do you ensure that Household Eligibility Applications are properly classified and contain all required information? **(Check all that apply.)**
- a. The institution will train staff annually to correctly follow procedures to approve Household Eligibility Applications.
- b. Each individual site has a person who will evaluate Household Eligibility Applications.
- c. One person will evaluate all Household Eligibility Applications for the entire organization.
- d. A second person will double check all Household Eligibility Applications to ensure they are properly classified and contain all required information.
- e. The Household Eligibility Applications are using approved income guidelines for the correct time period.
- f. The instructions for institutions to process Household Eligibility Applications provided each year.
- g. The specific TANF/SNAP case number criteria provided in the instruction for institutions to process Household Eligibility applications will be followed.
- h. All Household Eligibility Applications on file will contain an eligibility determination (free, reduced-price, or denied), a signature of the agency's representative, and an effective date.
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5. Is a master list created from the eligibility determination on the Household Eligibility Applications? **If Yes, mark all that apply.**
- a. Once an eligibility category has been determined the information is recorded on a Master List of Enrolled Children.
- b. The Master List of Enrolled Children is checked monthly against the center's enrollment list to ensure all children have an eligibility category.
- c. The Master List of Enrolled Children is updated monthly.
- d. The Master List of Enrolled Children is used monthly to ensure each child's meals are claimed in the correct category.
- If No, explain how you ensure meals are claimed in the correct category for each child's meals. (Attach explanation.)**
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6. When a parent does not return a Household Eligibility Application or the application is denied because it is over income or all information is not completed, are the meals claimed in the paid/denial category for that child?

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C. ANNUAL ENROLLMENT REQUIREMENTS. (Skip if only operating At-Risk After-School Snack/Supper Program, unlicensed Outside School Hours Program, or emergency shelter.) Procedures used to distribute, collect, and evaluate enrollment information for all children at the facility.

Yes No N/A

1. Will the institution use the prototype Annual CACFP Enrollment Form (ISBE 67-98) exactly as provided without deleting or altering the words; or include all the information on your own enrollment document? If **No**, **attach** a copy for approval.
2. Will the institution have a set month to renew the Annual CACFP Enrollment information each year?
- a. If **Yes**, what month will the renewal process be conducted? (**July is recommended.**)
- b. If **No**, explain your procedure in detail to ensure all applications are renewed prior to expiration. (**Attach explanation.**)
3. Will the institution ensure the Annual CACFP Enrollment Form is completed accurately by the parent?
4. Will the institution ensure there is an Annual CACFP Enrollment Form on file for every child, even those children whose meals are claimed in the paid category?
5. Will the institution ensure parents complete or update annual CACFP enrollment information every year (the information is good for only 12 months)?

D. MEAL PARTICIPATION AND CLAIM FOR REIMBURSEMENT. Procedures used to record meal participation and consolidate meals for Claim for Reimbursement.

Yes No N/A

1. Do you cook on-site? (**Attach explanation.**)
2. Do you purchase meals from a food service vendor or caterer to deliver meals/snacks? If **Yes**, estimate how much you will spend in a 12 month period. \$ _____
4. Do you provide meals that meet CACFP meal pattern requirements by following USDA meal charts for infants and children?
5. Does your food service operation comply with applicable State and local health and sanitation requirements?
6. Will a separate meal count form be used for each approved meal service to accurately record daily meal counts? If **No**, describe your record keeping methods. (**Attach explanation.**)
7. Will the meal counts for each meal/snack be recorded while the children are eating and can it be determined that they received a reimbursable meal?
If **No**, describe when meals will be recorded. (**Attach explanation.**)
8. How will you ensure meals are recorded in the correct category at the end of the month? (**Select one.**) (**Skip if operating only At-Risk, After-School Snack/Supper Program or emergency shelter.**)
- a. Compare to the child's current Household Eligibility Applications.
- OR**
- b. Compare to a master list of enrolled children with their approved categories (free, reduced-price, paid).
9. Will the institution claim no more than three meal services per child per day, except in the At-Risk After-School Snack/Supper Programs where children are allowed to receive one snack and one supper per day?
10. Is a computer software program used for the CACFP to record daily meal counts and total meal counts for each meal service by category? (*Computer programs that automatically count children's meals based on attendance at the center are not allowed.*)
If **Yes**, provide the name of the computer software program and explain the process used to generate daily/monthly meal count reports. How are the software-calculated meal counts verified to ensure accuracy? Explain process in detail. (**Attach explanation.**)
11. Are adults served a meal? Adult meals must be recorded daily. These meals may not be claimed for reimbursement.

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E. MEAL PATTERN REQUIREMENTS. Procedures to ensure meals meet the meal pattern requirements for the different ages of children.

Yes No N/A

1. What style of meal service will be used? **(Check all that apply.)**
 - a. Meals are pre-plated by adults with the required meal components and portion sizes.
 - b. Family-style—food bowls are passed and children serve themselves the amount of food they want.
 - c. Modified family-style—children pass some of the menu items and serve themselves the amount of food they want. Other food items are served by adults and the required portion size is given to each child.
 - d. Buffet-style—children go through a serving line and select pre-portioned food items. The children must take all the required food items for a reimbursable meal.
 - e. Cafeteria-style—children go through a line and an adult serves the required meal components and portion sizes. The children must take all the required food items for a reimbursable meal.
2. Do staff follow the meal charts for all infants/children to ensure infants/children receive a reimbursable meal?
3. Will menus for both infants (when applicable) and children be written to meet the meal patterns for all meals claimed for reimbursement?
4. How will menus be developed for the CACFP? **(Check all that apply.)**
 - a. One person plans all menus for the entire organization.
 - b. Each individual site has a person who plans menus for that site.
 - c. A second person double checks the menus to ensure all required meal components have been included.
5. Will the Monthly Milk Purchase Summary form be completed to ensure enough milk was purchased and served for the number of meals for the month?
6. Do you care for infants? **(If No, skip to Section F.)**
7. Will you purchase at least one type of iron-fortified infant formula?
8. Will you ensure there is an "Infant formula/Food Waiver Notification" form completed and on file for all infants?

F. DOCUMENTATION OF ACCOUNTING SYSTEM PROCESS. Procedures used to ensure accurate CACFP revenue and expense accounts and to determine non-profit food service status.

1. Will all CACFP records be maintained for three years plus the current fiscal year?
2. Are other sources of revenue available when reimbursement does not cover all CACFP activities?
3. Which of the following record keeping procedures are used to ensure the food service operates at a non-profit status? The annual non-profit status must show CACFP expenses meet or exceed CACFP revenue or if there is excess CACFP money, it will be used strictly for CACFP activities. **(Select one.)**
 - a. The institution will use the CACFP form, Monthly Profit (or Loss) Summary.

OR

 - b. The institution will use their own accounting system that compares total CACFP revenue to allowable food service expenses to determine annual non-profit status.
4. Does your organization have a procedure/plan established to repay money for fiscal over-claims, if necessary.
5. Who pays for the food service expenses (food, labor, and etc.) for each facility? **(For Sponsoring Organizations Only.)**
 - a. The sponsoring organization pays the food service expenses for all CACFP facilities.
 - b. Each site pays their own expenses associated with the food service.
 - If the site pays their own bills, will the sponsoring organization ensure the meal reimbursement is distributed to the sites within five working days from receipt of the funds?
 - Yes
 - No

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G. ANNUAL TRAINING. CACFP Institutions are required to train their staff annually on CACFP requirements. (Refer to the website Documentation of Training form, ISBE 67-25 http://www.isbe.net/nutrition/pdf/67-25_training_form.pdf)

Yes No N/A

1. Will the institution conduct training appropriate to the level of experience and CACFP duties for key staff from all sponsored facilities prior to beginning the CACFP?
2. Will the sponsor conduct mandatory annual CACFP training appropriate to the level of experience and CACFP duties for key staff from all sponsored facilities and the organization's staff (including monitors)? **(For sponsoring organizations only.)**
3. Who will attend the annual CACFP training provided by your organization? **(Check all that apply.)**
- a. Food service workers
- b. Classroom teachers with CACFP responsibilities
- c. CACFP monitors
- d. Directors and assistant directors
- e. Administrative workers with CACFP responsibilities
- f. Others: _____
4. What topics will be discussed during the annual training for this Fiscal Year? **(Check all that apply.)**
- a. Meal pattern requirements and portion sizes
- b. Menu planning
- c. Completing Meal Participation Records
- d. Approving Household Income Eligibility Applications
- e. Claiming infant meals
- f. Civil Rights
- g. Others: _____
5. Will the institution keep a record of all training including date of training, topics/agenda, and sign-in sheets for attendance?
6. Does the sponsor have a plan for training all new sites before they begin participation in the CACFP? **(For sponsoring organizations only.)**

H. CIVIL RIGHTS REQUIREMENTS. Check our website at www.isbe.net/nutrition/htmls/civil_rights.htm for specific details on Civil Rights compliance and enforcement.

1. Is training on Civil Rights requirements conducted annually for all frontline staff who interact with program participants, including monitors, and those who supervise frontline staff?
2. Is ethnic and racial data collected one time during the year for all children enrolled?
For those facilities required to have a CACFP Annual Enrollment Form on file for all children, Section 5 on that form specifically collects this information. Ideally, this data is completed by the parent (*self-identification*); however, if the parent does not complete that section, your staff needs to complete by *observation*. Staff observation would be the method used for At-Risk After-School Snack and Supper Programs, unlicensed Outside School Hours Programs, and emergency/homeless shelters since these types of programs are exempt from using the CACFP Annual Enrollment Form.
Ethnicity and race are two different designations and have to be collected separately.
Ethnic data is collected first; is the child 1) *Hispanic or Latino* or 2) *Not Hispanic or Latino*; only one is marked.
Racial data is separated into the following five categories: 1) *American Indian or Alaska Native*, 2) *Asian*, 3) *Black or African American*, 4) *Native Hawaiian or Other Pacific Islander*, and 5) *White*. More than one can be selected.
3. Is a copy of the Program Announcement provided to the local newspaper?
4. Is a copy of the USDA civil rights poster displayed and visible at each site?
5. Is the tri-fold brochure, ***Building for the Future***, made available to parents at enrollment or placed on bulletin board?
6. Is the information on the Womens, Infants, and Children program (WIC) made available to parents at enrollment or placed on bulletin board? **(Skip if only At-Risk After-School Snack and Supper Program.)**
7. Will the institution follow all Civil Rights requirements in the training presentations available at http://www.isbe.net/nutrition/htmls/civil_rights.htm?

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I. EMERGENCY SHELTER REQUIREMENTS *(Skip if not an emergency shelter.)*

Yes No N/A

1. Are intake documents on file for each child claimed for meal reimbursement? This includes the name, birth date/ age, arrival date, and departure date for each child 18 years and younger.

2. Does the shelter ensure reimbursement is claimed only for meals served to eligible children 18 years of age and younger who reside at the shelter?

3. What is the primary purpose of the emergency shelter(s)? ***(Attach explanation.)***

4. How long can residents stay at the shelter?

0 to 60 days

61 to 120 days

Greater than 120 days