

Averaging of Facility Reviews by Sponsoring Organizations

PURPOSE:

To set forth the procedures to be used by sponsoring organizations when using the review averaging provision.

SCOPE:

Sponsoring organizations participating in the Child and Adult Care Food Program (CACFP).

DESCRIPTION:

The CACFP Second Interim Rule changes some aspects of the review cycle. The review cycle changes include:

- Required reviews of all new facilities within first 4 weeks. New facilities mean first time, returning, or transfers to the sponsoring organization.
- Allows review averaging for all sponsoring organizations.
- Allows sponsors to decide without State Agency approval.

The benefits of review averaging are:

- Giving sponsoring organizations more flexibility for scheduling reviews.
- Allows less frequent reviews of the best facilities without State Agency approval.
- Allows sponsoring organizations to target reviews to new and problem-prone facilities.

The following points are required for reviews conducted in Indiana:

- All reviews will be unannounced.
- All reviews will be conducted during and include a meal service.
- Reviews will be conducted during all meal types claimed by the facility.
- Reviews will be conducted in a manner that does not establish trends or patterns.
- Reviews will include nights, weekends, and holidays for facilities approved to claim those meals.
- Every facility shall be reviewed as least twice each fiscal year.
- For facilities being reviewed twice, the first review in the next fiscal year must occur no more than nine months after the previous review.
- Facilities with blocks claims or serious deficiencies **MUST** be reviewed at least three times in the fiscal year.

Sponsoring organizations utilizing the review averaging provision will be required to track facility reviews and adjust the review plan for block claims, serious deficiencies, and new facilities. The State Agency will request the plan for review averaging in the sponsoring organization's management plan. Convenience and cost may not be used by a sponsoring organization to decide if it will use review averaging. *Sponsoring organizations will be required to construct a profile to determine which facilities need more or fewer reviews, to develop a written plan that tracks the reviews, and to update the plan quarterly (January, April, and July) with additions and changes. When calculating the total reviews, the sponsoring organization shall multiply three by the number of facilities approved to operate in the month of July of the current year.*

The State Agency can prohibit a sponsoring organization from using review averaging if the organization misuses the provision. In addition, misuse of review averaging could result in a declaration of seriously deficient.

This policy becomes effective October 1, 2005.

Source:

CACFP Federal Regulations §226.16(d)(4)(iii)(D)(iv), Indiana Department of Education, Division of School and Community Nutrition Programs, CACFP Integrity Training, June 7-9, 2005, Denver, Colorado.