

PRE-APPROVAL VISITS  
IN THE  
CHILD AND ADULT CARE FOOD PROGRAM (CACFP)

- PURPOSE:** To establish procedure for pre-approval visits for all private child care institutions prior to participation in the CACFP.
- SCOPE:** Potential CACFP participants.
- DESCRIPTION:** Section 107(c) of Public Law 105-336 requires State Agencies to visit all private institutions **prior** to approval to participate in the Child and Adult Care Food Program. This visit allows the State Agency to verify the existence of the site and that it is capable of providing meal service to the number of children it proposes to serve. A pre-approval visit to the sponsor of homes or centers allows the State Agency to verify that the sponsoring organization has the business and management capacity to properly administer the Program in the number of childcare facilities it proposes to serve. Also, the pre-approval visit allows the State Agency staff the opportunity to answer questions on Program requirements and procedures.
- Because of the large number of new sponsors each year, the Indiana State Agency will use an alternative method of meeting this requirement for independent centers. Because these sites must be licensed or registered, the Department of Education has reached an agreement with the Family and Social Services Administration, Child Care Health Unit. We will accept a recent inspection report (from a visit made within the last 12 months) issued by the Child Care Health Unit. This report is required to be sent along with the completed contract, application, and other related documents.
- Sponsors of more than one center and of family day care homes will require an on-site visit before approval will be granted. This includes at-risk sites, homeless sites, and after school programs. The only exception to the pre-approval process is adult day care centers.
- SOURCE:** FY 99 Child and Adult Care Food Program Memorandum #17