

REVIEW REQUIREMENTS FOR SPONSORING ORGANIZATIONS

CACFP Policy 04-03

Purpose

To clarify the requirements for sponsors' reviews of facilities.

Scope

Sponsoring Organizations participating on the Child and Adult Care Food Program (CACFP).

Description

CACFP Federal Regulations require that new facilities are reviewed within the first four weeks of operation, that each facility be reviewed three times each year, and that not more than six months may lapse between reviews. Indiana requires that all reviews be unannounced and include the observation of a full meal or snack service.

“First review” Requirement

Section 226.16(d)(4)(iii)(C) which establishes the requirements for “first reviews” of sponsored centers and homes, are based on the assumption of continuous year-round participation. The first review requirement is designed to ensure that facilities new to CACFP receive an early review from their sponsor, to minimize the possibility that the facility is making critical errors that could result in large overclaims. The first review requirement also applies to a facility that changes sponsors (as that facility is a new participant for that sponsor) or to a facility that re-enters CACFP after a break in participation.

“Three times per year” Requirement

Section 226.16(d)(4) establishes the requirement that each sponsored center and day care home must be reviewed three times per fiscal year. Again, this is based on the assumption of continuous year-round participation. For instances when facilities do not participate on a year-round basis, the following chart indicates the number of reviews required for each site.

Months Participating During FY	Monitoring Visits Required
6-12 months	3
3-5 months	2
1-2 months	1

Menus and Menu Supporting Documentation

At a minimum, each monitor review for a home or center must include an evaluation of a week of menus and all required supporting documentation for the menus. Menu supporting documentation includes recipes, CN labels, product formulation statements, whole grain documentation, yogurt and cereal sugar documentation, and special dietary needs documentation.

Sources

Indiana Department of Education, School and Community Nutrition, CACFP Policy Memorandum #04-10 and #05-01