

Getting Ready for Your Child and Adult Care Food Program Review

Purpose of CACFP reviews

The purpose of a CACFP review is to see if you are operating the program in compliance with Federal Regulations. We are checking to see if your paperwork is complete and accurate and if participants are being served reimbursable meals. These reviews are required by USDA. It is your responsibility to be accountable for how the funds you receive for the CACFP are spent. It is our responsibility to make sure the funds are being used properly.

We are not out to catch you doing something wrong, we want to catch you doing everything RIGHT!

If you have questions before your review, call or email your Reviewer or email our general line at: dpicnfd@nd.gov.

How to prepare for your CACFP review:

Please have all the following available for your review. Your reviewer may request some of these records in advance.

- Income Application/Enrollment Forms for all children claimed for all children enrolled in care (to be collected annually).
- Racial Ethnic Data Collection Form (to be collected annually).
- Master Roster for all children claimed for review month.
- Records of meals and snacks served for the month that support your claim. If you are using a computer software program, have available the worksheets that are used to do point-of-service meal counts.
- Menu and/or Production Records for every meal claimed during the month; provide copies of recipes if production records specify "see recipe" or have documentation from the manufacturer, such as a CN Label or Product Formulation Statement.
- Invoices, grocery receipts and records that document food service and administrative costs and income to your program for the month. Payroll records for food service staff and CACFP administrative and clerical staff (*if you charge salary or administrative to your CACFP Reimbursement).
- Meal Modification documentation, as applicable, for children with altered diets.
- Time-in/time-out sheets for all children for the month.
- Check stubs or Bank Statements from direct deposit for CACFP payments you have received from DPI for the last six (6) months.
- Documentation that You, as the Sponsor, have provided training on the CACFP to staff according to its agreement and management plan.
- Documentation that all Staff have read through or been trained on Civil Rights, related to the CACFP, on an annual basis.
- Your current license issued by the North Dakota Department of Health and Human Services or other licensing agency is posted in a visible location.
- The "And Justice For All Poster" and "Building for the Future/MIC" Poster are posted in a visible location.
- Procurement plan and file for CACFP purchases, including micro-purchase, and small and large purchase thresholds, as applicable.
- If the center/sponsor receives more than \$750,000 in federal funds, then please have the most current financial audits available.

Facilities that claim meals served to infants:

- Copies of Infant Enrollment form to accept/decline formula provided by center.
- Infant Meal Records for the month.

If you have a food service management company contract/vendor: (school, hospital, food service vendor, etc.)

- Menus for the month: menus must indicate ALL CACFP components, not descriptions such as "Chef's choice", "Cowboy stew", etc. It is highly recommended that you obtain photocopies of the food production records from your vendor for the month.
- Daily delivery slips provided by the vendor.

Sponsors with multiple sites only:

- Copies of preapproval visits to each site (if new sites were added).
- Copies of the sponsor's monitoring reviews and training schedules of each site.
- Documentation of five-day reconciliation of meal counts with time in/out records.

Tips for a successful review:

- Be organized; have all records ready.
- Be available to answer questions.
- Make sure your paperwork is complete and accurate.
- When your reviewer is onsite, we will be looking at the past month's submitted claim and supporting documentation. This is considered the 'review month'.
- If your review results in corrective action, make sure you comply with all deadlines.

Remember: "If it's not written down, it didn't happen."

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Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20PComplaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; or
2. fax: (833) 256-1665 or (202) 690-7442; or
3. email: program.intake@usda.gov

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