

INSTRUCTIONS FOR COMPLETING SITE REVIEW FORM

(For Sponsors of Affiliated and Unaffiliated Centers)

HEADING: Complete each block with the appropriate data.

When doing reviews where a meal service is not observed (Sponsors of Unaffiliated Centers only), reviewers should mark "Non-Meal Review" and indicate "N/A" for those portions of the review form related to meal service. Also, for planned non-meal reviews, the 5-Day Test should be marked "N/A" but the 5-Day Reconciliation must still be completed. If using the form to conduct a Follow-Up Review, complete the portions of the review form related to the deficiencies noted on the previous review; for all other questions, reviewers should mark through and indicate "N/A."

RECORD KEEPING/ELIGIBILITY REQUIREMENTS:

1. A center must have a current license posted in the facility. Observe the number and age range of children and the number of teachers present. Compare your observations to the site's licensed capacity. Report any violations to the licensing authority and disallow any meals served over capacity.
 2.
 - a. A valid licensing inspection report issued by the Department of Children and Families (DCF) must show compliance under the categories for *Physical Environment/Food and Nutrition* with the standards in effect at the time of inspection.
 - b. Sites under local county licensing authority or DOH Environmental Health must have a valid satisfactory food service inspection report, permit, or certificate.
 - c. Note the date of the last inspection on the review form.
 - d. If the inspection report does not indicate compliance, note whether or not a Follow-Up inspection has been conducted indicating that the violations have been corrected. If there is no evidence of compliance on the report, it would be a finding and a Corrective Action Plan (CAP) and Follow-Up must be completed.
 3. Review the enrollment roster and verify that children are enrolled and withdrawn on a continuous basis. Compare the enrollment roster total to the daily attendance totals. It must be at least as high as the highest daily attendance figure. If completed by the sponsor check N/A.
 4. Free and Reduced-Price applications must be on file for each child and reviewed for accuracy and completeness. Review 10% of files. If completed by the sponsor check N/A.
 5. Enrollment Forms and CCFP Child Participation Forms (or combination forms) must be on file for each child and reviewed for accuracy and completeness. Review 10% of files. If a center claims meals for reimbursement for a child(ren) who does not have a current Enrollment Form on file, then the sponsor must disallow meals using Option 1 or Option 2 as described in the policy memo dated March 24, 2009.
 6. Ensure that there is a complete and accurate Infant Feeding Form on file for all enrolled infants. (Not required for Head Start).
 7. Verify that the center meets the 25% requirement for the prior month by comparing Title XX attendance records or Free and Reduced applications to center's total enrollment or capacity, whichever is less. This documentation should be reviewed at the sponsor's office prior to the on-site review.
 8. The center must use the Child Care Food Program (CCFP) form or an approved alternate form.
 9. Program records must be maintained for 3 years plus the current fiscal year. It is recommended that the center keep at least the current month plus the previous 12 months of records on-site. The rest of the records may be kept at an off-site storage facility but must be made available for review upon request.
- *** NOTE: For questions 10-12, mark N/A if center is under sponsoring organization's blanket catering contract**
10. **Ensure caterer is on the CCFP Caterer List. Review current contract and contract history** (initial, first year and second year renewal; including documentation of any approvals) – ensure current fiscal year catering contract is used – if not, does site have prior written approval for any changes and or amendments to the DOH contract? **Review current menu** – ensure current fiscal year cycle menu A, B, or C; no pork or no peanut versions of A, B, and C; or a Kosher menu, is being used – if not, does site have prior written approval for a menu other than A, B, or C or written approval for any changes to A, B, or C cycle menu? **Review current unit meal prices** – ensure caterer invoice matches unit price indicated in their contract – if a renewal contract, ensure price does not exceed current CPI percentage (i.e., maximum allowable increase of unit price per year). Ensure that site maintains catering invoices, delivery tickets, and receipts on file.

11. **Verify that center followed appropriate formal or informal procedures for initial contract** – if formal (\$100,000 or more), review advertisement for meal service, bid log, submitted bids, and determination of responsiveness checklist. If informal (less than \$100,000), review quote request documentation and submitted quotes. Use the Procurement Requirements for Catered Meal Service booklet as a resource. **Verify that the center completed appropriate pages of contract and that center awarded contract appropriately to the lowest grand total bidder or quote** – if not, does center have valid documentation to show otherwise? If center has not followed proper bid procedures – A CAP is required. The CAP must state the correct process (informal or formal) and when it will be implemented.
 12. If initial catering contract totals \$50,000 or more, verify that center submitted required documents for sponsor to obtain an approval letter from the DOH Tallahassee office. If center does not have an approval letter from DOH, immediately contact Tallahassee. (Renewal catering contracts do not require approval.)
- * Refer to Catering Contract Checklist for additional guidance on monitoring catered meal service.

***PHYSICAL ENVIRONMENT/FOOD AND NUTRITION:**

13. Verify through observation that employees maintain a high degree of personal cleanliness in the food preparation and storage areas, and when serving food to children. Additionally, verify through observation that any employees with a communicable disease, an acute respiratory or an acute gastrointestinal illness, or while afflicted with boils, infected wounds, or sores are kept from working in any area of food service. Discuss the site's policy regarding ill employees with the program staff.
14. Observe whether staff preparing meals are washing hands prior to food preparation. Observe whether children are washing their hands before the meal service. Verify that hand washing sinks in the kitchen and the bathrooms are supplied with hand soap, disposable towels, or hand drying devices.
15. Ensure that food is obtained from approved sources that meet federal and state health standards. Foods used in CCFP reimbursable meals must not be obtained from private homes, or unlicensed/non-permitted sources (i.e., grocery delivery services) or caterers not on the CCFP Caterer List. Food must not be adulterated, temperature abused, misbranded, or spoiled.
16. Verify that the center has thermometers in refrigerators and freezers and that the correct temperature is maintained; refrigerators must be maintained at 41° F or below and freezers must be maintained at 0° F or below.
- 17-18. Self-explanatory.
19. Hot foods must be maintained at 135° F or higher; cold foods must be maintained at 41° F or lower. Frozen foods must be thawed in the refrigerator, under cold running water, in the microwave, or as part of the cooking process. For catered meals, verify the process by which a site ensures the food is delivered at the proper temperatures by the caterer. Hot foods must be delivered at 135° F or above and cold foods must be delivered at 41° F or below. If temperatures are not at the approved levels the food must be refused and sent back to the caterer.
20. Observe the handling of food. Any unused foods must be discarded or stored properly:
 - ♣ Potentially hazardous catered food must be discarded after meal service with the exception of refrigerated milk.
 - ♣ Self-prep foods may be refrigerated and stored for up to seven days in properly, covered containers or bags that are clearly labeled and marked with date of preparation.
21. Ware washing and sanitation may be accomplished by use of a dishwasher with sanitizing cycle, installed three compartment sink, or an installed two compartment sink and non-stationary or portable compartment receptacle used to sanitize. Sites must have a means to measure a sanitizing method (heat strips for dishwashers or test kit to confirm concentration of sanitizing solution).

*If any findings are of a serious safety concern to children, notify the local licensing authority and the Tallahassee office immediately (i.e., fire, health, and/or safety hazards).

MEAL OBSERVATION:

Note: When observing a meal, answer all questions in the following section. For a non-meal review, answer questions marked with an asterisk (*) and mark all others "N/A".

22. **Posted Menu:** List all foods planned to be served to the children during the meal service.
Observed Meal: List all foods served to the children during the meal service, on the day of review. Check the box if the observed meal is the same as the posted menu. Items served should match the posted menu. (See instruction in #24)
23. The center should be serving meals during the times indicated on the Site Information Sheet.

24. Compare the meal served with the posted menu; the menu should reflect the actual meal served. If more than one item has been substituted, discuss the importance of menu planning.
25. Observe the meal served and determine if all required components and required quantities are served. List any missing and/or inadequate components in the comments section.
26. Complete Catering Contract Checklist accordingly and attach copy to the Sponsor Site Review Form. Identify all deficiencies in the review summary section of the Sponsor Site Review Form
27. Ensure that all processed/main dish combination products have a CN label or Product Formulation Statement. If supplemental items are used, ensure that they meet the CCFP policy. If corrections are made during the meal service, a disallowance is not required. If the meal does not meet the requirements, a disallowance should be issued.
28. Ensure that the menu lists cereals by name; ready-to-eat cereals should contain no more than 10 grams of sugar per serving as stated on the Nutrition Facts Label.
29. Ensure that the center is using sweet grain/bread products whose first ingredient is enriched or whole grain; sweet bread items should not be on the menu more than twice a week for breakfast and twice a week for snack.
30. Juice should not be served more than once a day.
31. Fresh, frozen, or canned vegetables and/or fruits should be served at least twice a week at breakfast and twice a week at snack.

* For questions 28-31, if menus do not meet the State enhanced meal pattern guidelines, a disallowance and CAP are not required. Provide Technical Assistance.

32. Between a child's first and second birthday, whole milk is recommended. However, after the child's second birthday, it is required that low fat (1%) or fat free (skim) milk be served. If this requirement is not met, the sponsor must disallow any meals for children on the Monthly Meal Count Record in the categories of 3-5 years and 6-12 years old. (Meals for 2-year olds will not be disallowed since the Monthly Meal Count Record combines ages 1-2 years old). Reminder: A parent's note must be provided for non-dairy milk substitutions (i.e., soy milk). The note must state the medical or special dietary condition that restricts the diet of the child.
33. Observe the served meal for "eye appeal."
34. If the center is claiming infant meals, observe the meal to determine if the infant meal pattern is being followed. **Note:** Meals consisting solely of formula or breast milk served to infants from birth to three months of age, or to infants who are not developmentally ready for solid food, are eligible for reimbursement regardless of who (parent or center) provides the meal. When an infant turns 4 months of age and is developmentally ready for solid food, a minimum of one component must be supplied by the center for the center to claim the meal. All meal components, including parent provided food, must be creditable. If center is not in compliance refer center staff to website and/or the *Feeding Infants in the CCFP* workbook.
35. If you identify any children with special diet restrictions, and exceptions to the meal pattern are being made, check the enrollment files to see if there is a parent note or a signed statement from a recognized medical authority. The statement should include foods to be omitted and recommended alternative foods. If a milk substitute is provided, ensure it is an approved brand. Modifications to the meal pattern for religious reasons or food preferences that still meet the minimum meal pattern requirements may be made by parent request. Meals with substitutions that meet all meal pattern requirements are reimbursable. However, when a substitution is made and the meal pattern is not met, a medical statement is required.
36. Observe staff at mealtime and question them as to how meal counts are recorded. Meal counts must be taken at the point of service, i.e., while children are actually eating or as they are being served; attendance records are not allowed to be used to determine the number of meals served. Record your own count of the observed meal and compare it to the meal count taken by the center staff. Remember to include all infants that will be included in the meal count although they may be eating at another time.

Also, meal counts must be recorded within one hour of the meal service. They may be recorded on a form other than the Meal Count Record as long as they are posted to the Record at least daily. Check to see that all meals prior to the observed meal have been recorded. Disallow all meals not recorded prior to your visit.
37. If any meal counts exceed the licensed capacity of the center or if four or more meal types are claimed, meal counts must be taken by name of child. Disallowances may be issued, if necessary.
38. If meal counts are taken by name, or by individual classrooms, a standard Meal Count Record form must also be completed and totaled at least daily (by the end of the day).

TRAINING AND MONITORING:

39. Check to see if the director or other responsible individual(s) has attended required sponsor training. Check your records or speak with the director to obtain documentation – agendas and sign-in sheets. At a minimum, training must include the following topics: meal patterns, meal counts, claims submission and review procedures, record keeping requirements, and the reimbursement system.
40. Check previous reviews for issues of non-compliance. Also review submitted Corrective Action Plans (CAPs). Check to ensure that previously identified issues of noncompliance have been corrected according to the plan outlined in the Corrective Action Plan.

CIVIL RIGHTS:

- 41-43. Ask the director and staff what their enrollment policy is. The civil rights poster (“And Justice for All”), the Building for the Future letter and the WIC poster must all be displayed in conspicuous locations. Monitors should carry a supply of posters and provide them as necessary.
44. While observing the meal, enter the total number of children served by racial/ethnic category in the blocks provided. Use observation only to determine these numbers. Children can be counted in more than one race category, which may cause the “meal counts by race” total to be higher than the “meal counts by ethnicity” total. The “meal counts by ethnicity” total should equal the observed meal count (#46) on the day of the review.
45. Discuss any possible civil right problems identified with the staff and include any explanations provided. If, in the opinion of the reviewer, any kind of discrimination is present, notify the sponsor’s office immediately. Check the N/A box if there have not been any civil rights issues identified.

5-DAY TEST:

- 46-48. The 5-Day Test is a screening tool to compare the prior days’ meal counts to the meal count observed on the day of review. Record the prior consecutive 5-day meal counts. **[Note: do not include days center was closed or days where no meal counts were recorded]**. Using the formula, calculate the 5-day meal count average and multiply it by 85% (.85). If the resulting number is a decimal, use normal rounding procedures to round to the nearest whole number (i.e., round up if the decimal is .5 or greater; round down if the decimal is less than .5). If the number of meals served on the day of the review is less than this number, center staff will need to provide a (documented) plausible explanation. If a plausible explanation is provided, the center is considered to have “passed” the 5-Day Test. If a plausible explanation is not provided, the center is considered to have “failed” the 5-Day Test. A Corrective Action Plan is required, a Follow-Up review must be conducted, and center staff should be informed of the consequences of program fraud and abuse. If the center fails the 5-Day Test on subsequent reviews, including Follow-Up reviews, the center is subject to household contacts and/or audits that could result in termination from the program and possible pay back of significant sums of money.

5-DAY RECONCILIATION:

49-51. Instructions for Five-Day Reconciliation:

- Complete the table for any five consecutive days. **[Note: These can be the same 5 days as the 5-Day Test]**
- Evaluate enrollment and attendance records to ensure that they are current and accurate.
- Compare total meal counts for the five days to the center’s licensed capacity—meal counts should not exceed licensed capacity for any given day unless the center is approved to provide the same meal type during different shifts.
- Compare the center’s total enrollment to its recorded daily attendance for the five days to ensure that the number of children in attendance does not exceed the number of children enrolled.
 - If attendance does exceed enrollment for any day, the monitor must determine the source of the error (e.g., inaccurate attendance records, missing enrollment forms) before a five-day reconciliation can be completed.
- Compare the center’s total daily attendance to its meal counts using five consecutive days of total meal counts for each approved meal type to ensure that meal counts do not exceed the number of participants in attendance on any day.
 - If the facility review is early in the month, the monitor may need to look at meal counts from the prior month.
 - If meal counts and attendance cannot be reconciled, a meal disallowance may be necessary.

REVIEW AND SUMMARY:

52-55. Refer to additional guidance materials provided in your sponsor oversight handbook.

Comment Section – Use this section to list and describe any issues of non-compliance noted. This section may also be used to identify any program areas that deserve commendation.

After the review is conducted and the monthly claim has been filed, the sponsor's designated Program Manager should perform a second party check of the review form. This is to ensure that it is completely and correctly filled out. The second party check should not be performed by the same person who has conducted the review.

A Corrective Action Plan (CAP) is required if issues of noncompliance or any deficiencies are identified, and/or if a disallowance is issued. The sponsor must receive a written Corrective Action Plan by the required date. Two weeks should generally be an adequate amount of time but, depending on circumstances, the reviewer may allow a slightly longer time or require a shorter time.

Upon receipt of the CAP, the sponsor must compare the plan to the issues of noncompliance that were identified to ensure all noted issues of noncompliance were addressed. If any responses are inadequate the sponsor must Follow-Up with the center until an adequate response has been received.

A Follow-up Review must be conducted within 30 days of an approved CAP.