



Colorado Department
of Public Health
and Environment

COLORADO CHILD AND ADULT CARE FOOD PROGRAM SPONSORS OF CENTERS AT-RISK SITE VISIT FORM

INSTRUCTIONS:

Sponsor's monitoring staff must use this form to review each site three times per year. CACFP requires that no more than six months elapse between site visits. At least two of the three reviews must be unannounced. At least two of the three site visits must be meal service visits. At least one unannounced review must include observation of a meal service. **For new sites:** use this form to conduct a pre-approval meal site visit and submit a copy to the CACFP office prior to that site's participation on CACFP.

Sponsor Name:	Site Contact Person:
Name and Address of Individual Site:	Date of Site Visit: Time the visit started:
Contact Person:	Month of Record Review:
Check One: <input type="checkbox"/> Announced Visit <input type="checkbox"/> Unannounced Visit <input type="checkbox"/> Pre-Approval Meal Observation (new site only)	
Site Capacity:	Total number of participants enrolled:
Average Meal Attendance (from most recent claim, divide the number of each type of meal by number of days the site was open)	
Breakfast:	Lunch: PM Snack: Supper:

RECORD KEEPING (If the response is "NO" to the below questions, an action plan is needed for correction)

	YES	NO
Are all children who eat a snack/meal counted on the At-Risk ROMS?		
Does the site have a system to determine the names of the children that are in attendance each day?		
Do menus for the visit month meet CACFP Meal Pattern Requirements?		
Are menus dated, posted and visible to the public?		
Are production records kept daily? <input type="checkbox"/> N/A		
Are menus/production records revised to reflect what is actually prepared? <input type="checkbox"/> N/A		
Are food receipts/invoices kept? <input type="checkbox"/> N/A		
Do food receipts support menus and production records? <input type="checkbox"/> N/A		
If donated foods are used is there proper documentation of food donations received (including the date, amount of food donated, estimated value and signature of donor)? <input type="checkbox"/> N/A		
Are records of site administrative and operating costs available?		

Do records of operating and administrative expenses and income from CACFP demonstrate that the site uses all CACFP reimbursement to operate the CACFP and improve the meal service?		
Have all staff members with CACFP related duties received or attended CACFP trainings offered by the Sponsor?		

5-DAY RECONCILIATION OF ATTENDANCE/MEAL COUNT VERIFICATION

Instructions:

Complete a 5-day reconciliation by comparing the ROMS or meal/snack count total to the total number of children in attendance or signed-in on the time-in/out record for that meal/snack for 5 consecutive days during the current and/or prior claiming period.

Insert the date, number of school-age children in attendance or signed-in those days, and the number of snacks and/or suppers served on those particular days below. If additional space is needed, please attach the additional page(s) with participant names to this form.

Date	Total # of Children in attendance or signed-in for snack	ROMS/meal count for snack	Total # of children in attendance or signed-in for supper	ROMS/meal count for supper

When compared to the time-in/out/attendance records, do the ROMS/meal count totals indicate that participants claimed for meals/snacks are present for those meals/snacks? Yes No

Based on this comparison, do the ROMS/meal count totals exceed the number of children in attendance or signed-in for snack and/or supper served daily? Yes No

If yes, how is this problem reconciled? Develop a corrective action plan for this site:

Meal Observation Chart

Meal Pattern	List the item(s) served	Amount or portion size of food served
Meat/Meat Alternate		
Fruit/Vegetable		
Bread/Bread Alternate		
Fluid Milk (1% or Fat-Free)		

MEAL OBSERVATION

Meal Observed:

Number of children served:

Time of meal service: Beginning: _____ Ending: _____

Does the time of the meal or snack correspond with the approved mealtime listed in the CACFP site application?

Yes No Comments:

If the response is "NO" for questions 1-5 an action plan is required for correction		
	YES	NO
1. If the center has a child care license, is the number within license capacity? <input type="checkbox"/> N/A		
2. Does the number of children served correspond with the site's ROMS/meal count & claims?		
3. Are ROMS/meal counts completed at point of service by visual observation?		
4. Is the observed meal creditable?		
5. Is enough food prepared, available and offered?		
6. Is the meal attractive and appetizing?		
Are any participants on special diets? If no, skip to question #8 (If the response is "NO" for questions A-B and action plan is required)		
a. If yes, are Special Diet Statements on file & current for the participants with disabilities or life threatening conditions?		
b. Are Non-Dairy Milk Substitute Parent Preference forms on file for participants who cannot consume fluid cow's milk for medical or other dietary need, other than a disability?		
7. Meal service style (check one): <input type="checkbox"/> Family Style <input type="checkbox"/> Pre-Plated <input type="checkbox"/> Buffet		

HEALTHIER MEALS INITIATIVE (HMI) POLICY		
	YES	NO
Do the site's menus reflect compliance with at least 2 of the following? 1. Limit 100% fruit juice to twice per week. 2. Limit processed and pre-fried meats to once per week. 3. Offer at least one whole grain product per day. If no, which of the above policies was not met? _____ Describe the action taken to improve compliance with the HMI policies (document education or support provided).		

FOOD/STORAGE/SAFETY AND SANITATION/PREPARATION		
If the response is "NO" for questions 1-6 an action plan is required for the correction	YES	NO
1. Are foods listed on menus also observed in storage?		
2. Is the refrigerator temperature at or below 40°F?		
3. Are open food packages in storage kept covered, labeled, dated, and at least 6 inches off the floor and in a clean area?		
4. Are safe procedures for food preparation and cooking followed?		
5. Are tables sanitized immediately prior to meal service?		
6. Are proper hand-washing procedures followed?		

HEALTH AND SAFETY ASSESSMENT (use additional pages as needed)

If any conduct or conditions are discovered that pose an imminent threat to the health or safety of participating children, or the public in a sponsored facility, CACFP regulation requires that the appropriate State or local licensing or health authorities be contacted. Action must be taken which is consistent with the recommendations and requirements of those authorities. If this situation exists during this site visit then please describe what was discovered and what was done:

CIVIL RIGHTS

If the response is “NO” for questions 1-3 an action plan is required for correction	YES	NO
1. Is the “And Justice for All” poster displayed and visible to the public?		
2. Are all meals served equally to all participants regardless of race, color, sex, age, disability and national origin?		
3. Is the non-discrimination policy statement listed, current and on the posted menu and on any distributed materials that mention USDA or CACFP?		

FINDINGS (use additional pages as needed)

Problem areas from last site visit:

Have previous findings been corrected? Yes No

If no, what follow-up will be implemented and what is the deadline for correction?

SUMMARY OF VISIT (use additional pages as needed)

Include recommendations for improving the food service:

Action plan time frame for completion:

Reviewer’s full printed name: _____ Title: _____

Reviewer’s signature: _____ Title: _____

Time the visit ended: _____