



CACFP-Family Day Care Home Sponsor Operations Review Self-Assessment Tool

Fiscal Year _____ Review Month _____
Reviewer _____ Date _____

Instructions: This tool contains a detailed list of standards, policies and procedures. Most of the items were compiled from the federal regulations, the Management Improvement Guidance, USDA memos or guidance. Although the list may appear repetitive, read each item carefully and assess if your sponsorship is in compliance or has that policy in place. Confirm that the policy is actually being followed within your program. Use the comments section to write information that helps demonstrate your current policy or practice. This tool is intended to be used by sponsors as a means to evaluate and strive for best practices as well as prepare for State or Federal reviews.

<i>STANDARD</i>	YES	NO*	<i>COMMENTS:</i> *Expand on any "NO" answers
<i>SPONSOR BUDGET</i>			
Sponsor submits a timely budget.			
The budget and management systems conform to the State agency financial management system.			
Administrative costs included in the budget to manage the program are necessary and reasonable.			
Sponsor's approved management plan, application and agreement with the State are on file.			
Sponsor follows the management plan approved by the State.			
Sponsor has developed written policies and procedures for internal administration.			
The budget is an accurate reflection of annual operations.			
<i>BOARD OF DIRECTORS</i>			
Number of Board of Directors: _____			
Board members are not sponsor employees or family members. Board make-up meets State non-profit board requirements.			
The chairman of the Board is not a sponsor employee or family member.			
List dates of three most recent Board meetings. Minutes of board meetings are available. CACFP oversight is documented in minutes of the meetings.			_____
<i>CIVIL RIGHTS AND PROGRAM ACCESSABILITY</i>			
The "And Justice For All" poster is displayed?			
All services and facilities are accessible and used routinely by persons without regard to race, color, national origin, sex, age or handicap.			

<i>STANDARD</i>	YES	NO*	<i>COMMENTS:</i> *Expand on any "NO" answers
Admission procedures do not restrict enrollment by minority persons.			
Materials used to publicize the CACFP to parents and the public contain the nondiscrimination statement and procedure for filing a complaint.			
Data is on file to document the number of potential eligible participants for the geographic area served by the sponsoring organization by racial/ethnic categories.			
The institution provides program information and compliance procedure, on request, in the appropriate translation.			
The Sponsors has informed providers that program benefits must be offered to all children regardless of age.			
Providers must offer iron fortified infant formula and may not deny program benefits to children less than 12 months of age.			
<i>STATE ADMINISTRATIVE REVIEW FOLLOW UP</i>			
Corrective action plans resulting from previous State review findings continue to be standard procedures.			
<i>INTERNAL CONTROLS AND FISCAL RESPONSIBILITY</i>			
Sponsor submits a management plan which includes detailed information on the administrative budget and system which will be used to administer the program and disburse payments to home providers under its jurisdiction.			
Sponsor uses administrative and expansion funds judiciously, and in accordance with any applicable State statutes when assisting rural/low income home providers to meet licensing requirements and become program participants.			
There are internal controls to assure separation of duties.			
Operational policies for the financial management system exist and accurately reflect regulation, and Federal and State policies.			
Sponsor has procedures and systems for financial management and record keeping in place to ensure adequate financial controls and can demonstrate the establishment of these procedures.			
The accounting system in place ensures administrative costs incurred by the sponsor are allowable and included in approved budget.			
A system is in place to capture administrative costs, expenditures and receipts on a monthly basis.			
Expenditures incurred were necessary and reasonable and provided benefits to the program.			

STANDARD	YES	NO*	COMMENTS: *Expand on any "NO" answers
All costs claimed are approved budget items.			
All costs requiring specific approval as outlined in 796-2, received prior approval prior to purchase or expenditure.			
Sponsor submits request for payments for expenditures that conform to the sponsors approved budget.			
Salary expense documentation reflects the management plan, as approved by the State.			
Time certification records are on file for staff who are not 100% CACFP, in accordance with the management plan.			
Claims for labor costs and fringe benefits are allowable. Overtime is approved by the State agency.			
Lease and maintenance agreements are on file.			
Claims for rent / depreciation costs are allowable.			
Mileage Reports are on file. Mileage rate \$_____ Effective date_____			
Shared costs are properly allocated (per 796-2) and costs are charged to the appropriate program per an approved cost allocation plan.			
Costs can be traced to ledgers or similar records to actual invoice, paid receipts, cancelled checks, etc.			
Invoices on equipment purchases are on file.			
Proper inventory control procedures are in place for equipment, furniture, office supplies, etc.			
A detailed inventory list is on file.			
<p>A procurement process has been developed and implemented.</p> <p>Did the sponsor make any purchases during the current fiscal year that met the State or Federal threshold for required formal procurement procedures?</p> <p>If yes, describe purchase and procedure:</p> <p>If yes, sponsor had prior written approval from State agency.</p>			
Income is segregated, documented and reported.			
Advance payments are accounted for as "unearned income" in the accounting system.			
Advance payments, if applicable, which exceeded the amount earned for serving eligible meals are returned to the State agency.			
Costs are consistently treated either on an accrual or cash basis.			
<p>Total administrative costs computed from source documents:</p> <p>\$_____ for the test month.</p>			

<i>STANDARD</i>	YES	NO*	<i>COMMENTS:</i> *Expand on any "NO" answers
Sponsor obtains annual audit if expending more than \$500,000 in total federal funds per year.			
Independent audit reports, audited financial statements and/or program reviews do not identify insolvency or indicate other serious problems.			
Sponsor has a written plan to sustain program if CACFP funds are unavailable.			
The sponsoring organization has a system in place to repay the State agency with non-CACFP funds for any fiscal overclaims that may occur.			
<i>BANK ACCOUNTS AND CASH FLOW</i>			
Date administrative funds were deposited: _____			
If provider reimbursement funds are not in a separate account from other agency funds, the sponsor has an accounting system in place to track food service monies.			
Date provider meal reimbursement funds (for review month--original claim) were deposited into provider account: _____			
Amount deposited into CACFP provider reimbursement account: \$ _____			
Payment is made to providers within five working days of receipt of provider CACFP reimbursement from the State. Latest date provider checks were mailed: _____			
Original claim reimbursement amount issued to providers equals provider reimbursement amount received from the State.			
Provider reimbursement funds are not used for administrative costs or other nonallowable expenses.			
If Sponsor had insufficient earnings to cover administrative expenses during review month, record the amount of non-program funds deposited to cover these costs: \$ _____			
Cash Flow —Date of lowest daily CACFP account(s) balance during review month: _____			
Amount of lowest daily CACFP account(s) balance during review month: \$ _____			
Number of Insufficient Funds(ISF)/late fee charges to the CACFP account(s) during the four-month period beginning with month before review month: _____			
Sufficient non-CACFP account funds were deposited to cover ISF/late fee charges.			

STANDARD	YES	NO*	COMMENTS: *Expand on any "NO" answers
Check clearing – Sponsor has procedure in place to reconcile bank records (deposits, withdrawals, and clearing of provider checks) and return funds from uncashed checks to the State agency.			
SPONSOR STAFFING			
There are adequate supervisory and operational personnel for effective management and monitoring. Total FTE's _____			
Sponsor demonstrates that it has sufficient staff with the skill necessary to formulate and execute an administrative budget.			
Sponsor demonstrates that it has sufficient, trained staff to follow established procedures for processing home provider payment accurately.			
Number of monitoring FTE's currently employed: _____			
Number of monitors required by State agency: _____ FTE's			
<p>Sponsor has system in place for oversight of monitoring functions. Procedures are in place to ensure that:</p> <ul style="list-style-type: none"> • each home will be monitored at least three times per year • with no more than six months between visits • at least two visits are unannounced. • at one of the unannounced visits included a meal observation <p>Describe the system for tracking the completion of monitoring visits to ensure visits are completed on schedule.</p>			
<p>Does the sponsor have a minimum time requirement in the home or establish minimum and/or maximum number of visits per day?</p> <p>Minimum? <input type="checkbox"/> Yes Number: _____</p> <p>Maximum? <input type="checkbox"/> Yes Number: _____</p>			
<p>If sponsor utilizes "averaging", State approved policy is in place to assure that the sponsoring organization conducts an average of three reviews of all facilities each year.</p> <p>System ensures that a provider selected for averaging:</p> <ul style="list-style-type: none"> • Had 2 previous unannounced reviews in the year. • Has not been found to be seriously deficient. • Has not submitted a block claim. • Will be reviewed within 9 months from the last review. 			

STANDARD	YES	NO*	COMMENTS: *Expand on any "NO" answers
Sponsor provided training for monitors and administrative staff within the last 12 months.			
Number of administrative staff/monitors subject to training requirement: _____			
<p>The training agenda is documented.</p> <p>List topics covered in training:</p>			
Number of staff with documented attendance: ____			
PROVIDER TRAINING			
Training about CACFP requirements is given to each new provider by the sponsor before they begin CACFP participation.			
Documentation of pre-approval visits is on file for new providers.			
Documentation of first four week review is on file for new providers.			
The sponsor has developed a handbook or policy manual for providers.			
Sponsor trains providers annually. The sponsor has documentation that annual training was provided to each provider in accordance with the management plan.			
Annual training covers program duties and responsibilities.			
<p>Provider training topics (check all the apply):</p> <p><input type="checkbox"/> Menu Planning <input type="checkbox"/> Claiming meals</p> <p><input type="checkbox"/> Nutrition Education <input type="checkbox"/> Attendance</p> <p><input type="checkbox"/> Health/Safety/Sanitation <input type="checkbox"/> Recordkeeping</p> <p><input type="checkbox"/> New CACFP information <input type="checkbox"/> Reimbursement</p> <p><input type="checkbox"/> Meal Counts</p> <p><input type="checkbox"/> Other _____</p>			
The sponsor has a system in place for tracking training to assure that all providers receive training as specified in the management plan.			
<p>Technical assistance materials such as newsletters, brochures, handouts, home study lessons, cookbooks, etc are given to providers.</p> <p>List examples:</p>			

<i>STANDARD</i>	YES	NO*	<i>COMMENTS:</i> *Expand on any “NO” answers
<i>TIERING</i>			
The sponsor has a policy in place for making tiering determinations and reevaluating the tiering status of homes.			
The sponsor consistently implements the systems described in the management plan for identifying and determining Tier I and Tier II homes.			
Census data is used in accordance with 226.15(f) and where applicable, State agency approval is obtained. Documentation is maintained to support Tier I determinations based on Census Data			
2000 Census data is used appropriately in making Tier I determinations. Sponsor used appropriate census data to make tiering determinations. 1990 census data is no longer used for identifying Tier I areas.			
Documentation is maintained to support Tier I determinations based on: <ul style="list-style-type: none"> • School Data • Income Information 			
The Sponsor utilizes current school information to make determinations. Procedure is in place to obtain updated boundaries annually.			
Verification of income is on file for each provider who is classified as Tier I based on income. Each Income Eligibility Form (IEF) is correctly approved. Tier status based on IEF does not exceed 12 months, and is updated annually.			
A system is in place to ensure that Tier I redeterminations are made: <ul style="list-style-type: none"> • Each year for income eligibility forms. • Every 5 years for school data • When new census data is issued 			
The sponsor has informed Tier II providers of the option of identifying income eligible children in their care.			
The sponsor makes income eligibility forms available to households of children enrolled in Tier II homes at the provider’s request.			
Completed income eligibility forms are sent directly from the households to the sponsor.			
The sponsor maintains the confidentiality of household income eligibility information.			

STANDARD	YES	NO*	COMMENTS: *Expand on any "NO" answers
Current Income Eligibility Forms are on file and correctly approved for each child claimed for Tier I reimbursement rates in a Tier II home (mixed or blended rate homes).			
Income Eligibility Forms are available for provider's own children if provider claims own children.			
Effective 4/1/2005 Sponsor collects and submits to the State agency a list of providers who have qualified for Tier I based on Food Stamp Eligibility.			
PROVIDER FILES			
Signed, permanent agreement is on file for each home.			
Enrollment documentation is on file for all children whose meals were claimed.			
Effective 10/1/05 Sponsor annually collects updated enrollment information including parent signature, usual days, hours and meals served while in care.			
Attendance records are on file.			
Current license/approval is on file.			
Provider date of birth is on file.			
Children whose meals were claimed for reimbursement meet the age requirements.			
Menus are available to support all meals claimed.			
If provider uses cycle menu, Sponsor has preapproved the cycle menu.			
A system is in place to provide technical assistance for errors on menus.			
Meals claimed have been approved in the sponsor-provider agreement.			
Meals with missing menu components are deducted.			
Medical Statements are on file for all substitutions related to medical needs.			
If applicable, meals are modified to meet individuals' required dietary modifications and special needs.			
There is adequate documentation for homes dropped for cause or convenience.			
Sponsor maintains records of terminated/disqualified providers for 7 years.			
The sponsor maintains all other records for three years and 3 months following the end of the fiscal year to which they pertain, or if an audit is outstanding, until the audit is closed.			
PROVIDER MONITORING			
Sponsor has developed a handbook or policy manual for providers.			

<i>STANDARD</i>	YES	NO*	<i>COMMENTS:</i> *Expand on any "NO" answers
Forms are designed to collect all required data in an efficient, effective manner.			
Monitoring tool/form provides an effective measure of the home's compliance to program regulations.			
There is an effective method for monitoring program records and providing feedback for noncompliance issues.			
Monitoring reviews are conducted within required time periods. Each home has been reviewed at least three times per year, or prorated for the length of time on the program.			
A minimum of two unannounced visits were made to each provider during the past year.			
A minimum of one unannounced visit included the observation of a meal.			
On each monitoring visit, Sponsor staff examine the meal counts recorded by the facility for five consecutive days during the current and/or prior claiming period.			
Providers maintain records to document all required items including but not limited to, menus, enrollment, attendance, meal counts by type, meals substitutions, and other records required by the State agency or sponsor.			
Providers serve meals to all participants in accordance with the meal pattern requirements.			
Sponsor ensures that providers offered CACFP meals to all infants in care. Documentation is on file that shows parent can accept/decline formula offered by the provider.			
Sponsor staff follows policies and procedures to evaluate provider's compliance with food service and nutrition standards.			
Sponsor has procedure in place to notify appropriate licensing/State health agencies of serious problems observed on home visits.			
The sponsor staff reviewed daily records showing the number of meals, by type, that were claimed for enrolled children.			
The sponsor staff provided feedback or information on menus, nutrition, and CACFP requirements.			
Monitoring staff review attendance and compliance with licensing capacity and ratios. Providers meet license or approval requirements while participating in CACFP.			
<i>CLAIMS PROCESSING</i>			
Meals claimed have been approved in the agreement.			
Meal count records are available.			

STANDARD	YES	NO*	COMMENTS: *Expand on any "NO" answers
Meals claimed do not exceed 2 meals and 1 snack or 2 snacks and 1 meal per child per day.			
Sponsor selects claiming method and determines reimbursement payments of all Tier II mixed homes and demonstrates that it has adequate payment procedures and financial controls for processing home provider payments.			
The accounting system provides an accurate count of meals by type (breakfast, lunch, suppers, snacks, Tier I, Tier II).			
A system is in place for accurate meal count consolidation.			
The reimbursement made to providers is accurate.			
Payment is made to providers within five working days of receipt of reimbursement from the State agency.			
Payments are made to approved providers based on the number of meals served by type and category to enrolled, eligible children at each child care home at the appropriate rate.			
Sponsor has a system that ensures reimbursement is only claimed for homes that have entered into a written agreement with the sponsor and have been reported/approved to the State agency as new participants.			
Sponsor denies reimbursement for unapproved meals.			
Sponsor denies payment for providers who claim meals with missing components.			
Sponsor is accurate and on time in processing complete claims and disburses payments to providers according to its management plan.			
Sponsor denies payment for meals claimed if provider has not submitted appropriate enrollment information.			
Provider claims only children 12 or under, migrant children through age 15, or individuals that have documented disabilities, as defined by the State.			
Meals served to providers' "own children" are reimbursed only if provider is income eligible, other non-resident children are enrolled, present and participating, and the provider's children are enrolled and participating in the program.			
Sponsor has a policy and procedure in place for review and approval of shift feeding.			
Documentation for claim adjustments details reason for adjustment, meal total changes and adjusted meal reimbursement amount. Provider payments are correctly adjusted.			
Documentation concerning the dates and amounts of disbursements to each provider is maintained and reconciled on a regular basis.			

STANDARD	YES	NO*	COMMENTS: *Expand on any "NO" answers
<p>Effective 10/1/05, Sponsor has policy and procedure in place for monthly identification of block claims.</p> <p>Sponsor conducts unannounced monitoring visit within 60 days (or 90 days with prior State agency approval) of identifying block claim.</p>			
<p>A maximum of 28 days are claimed in February (29 during leap year). 30 days for September, April, June and November.</p>			
HOUSEHOLD CONTACTS AND PARENTAL NOTIFICATION			
<p>The sponsor has procedures for identifying potential fraudulent situations, e.g., block claiming, excessive meals claimed for supper and weekends, etc. and follows up on potentially fraudulent situations.</p>			
<p>The sponsor has procedures in place for contacting households (mail, telephone, survey, etc.) to evaluate accuracy of provider claims.</p> <p>List the indicators that triggered household contact.</p> <p>The sponsor organization maintains documentation of household contacts.</p>			
<p>Sponsor provides notice to parents about CACFP and the program benefits.</p> <p>The notice meets program requirements.</p> <p>The notice must be in a form and, to the maximum extent practical, language easily understandable by the participant' parents or guardians. It must inform them of their facility's participation in CACFP, the Program's benefits, the name and telephone number of the sponsoring organization, and the name and telephone number of the State agency responsible for administration of CACFP.</p>			
<p>Sponsor has procedure in place to provide WIC information to parents of enrolled children.</p>			
SERIOUS DEFICIENCY, CORRECTIVE ACTION, AND APPEALS PROCESSES			
<p>Sponsor has a written serious deficiency (SD) policy that complies with program requirements.</p>			
<p>Number of providers declared SD <i>since July 29, 2002</i>: _____.</p>			
<p>Sponsor maintains complete and accurate records of the serious deficiency process and corrective action.</p>			
<p>Of above number SD providers, number who successfully completed corrective action _____.</p>			
<p>Sponsor has a written provider suspension policy.</p>			
<p>The suspension policy meets program requirements.</p>			

<i>STANDARD</i>	YES	NO*	<i>COMMENTS:</i> *Expand on any "NO" answers
Number of providers suspended <i>since July 29, 2002</i> _____.			
Of the seriously deficient providers, number who were terminated: _____.			
Sponsor has a written appeal procedure.			
List Hearing Official _____ Hearing Official is independent and impartial. Hearing official has been trained on the scope and purpose of an appeal/administrative review.			
Appeal procedure meets program requirements.			
Number of appeals <i>since July 29, 2002</i> : _____.			
Sponsor mails copies of all serious deficiency/corrective action/proposed termination/appeal correspondence to State agency.			
Number of appeals reported above which were upheld: _____.			
Sponsor maintains files of terminated providers for 7 years.			

