

North Carolina Department of Health and Human Services
 Division of Child and Family Well-Being, Community Nutrition Services Section
 Child and Adult Care Food Program
Pre-Operational Site Visit Form



GENERAL INFORMATION			
A pre-operational visit must be conducted by a representative of the Sponsoring Organization prior to the operation of all new sites/facilities. All new sites must be approved by the State agency.			
226.16 (d)(1) Pre-approval visits to each child care and adult day care facility for which application is made to discuss Program benefits and verify that the proposed food service does not exceed the capability of the child care facility.			
Sponsoring Organization		Agreement Number	
Site Name		Date of Visit	
Site Street Address			
City		Zip code	
Site Mailing Address			
City		Zip code	
Site Contact Person		Title	
Site Contact Email Address			
Type of Site			
<input type="checkbox"/>	Child Care Center	<input type="checkbox"/>	At-Risk Afterschool Meals Program
<input type="checkbox"/>	Emergency Shelter	<input type="checkbox"/>	Adult Day Care Center
<input type="checkbox"/>		<input type="checkbox"/>	Outside School Hours Care Center

REGULATORY INFORMATION						
License # (if applicable)		Effective Date		Total Present		
Capacity	1 st shift		2 nd shift		3 rd shift	
Days of Operation		Monday		Tuesday		Wednesday
		Thursday		Friday		Saturday
		Sunday				
Hours of Operation		AM	PM		AM	PM
<input type="checkbox"/>	Copy of Occupancy Permit or Sanitation Report (for At-Risk Afterschool Meals Programs only)					

MEAL PREPARATION	
<input type="checkbox"/>	On-site
<input type="checkbox"/>	Central Kitchen (another location)
<input type="checkbox"/>	Delivered from School District
<input type="checkbox"/>	Delivered from Food Service Management Company/Caterer
<input type="checkbox"/>	Other

MEAL SERVICE		
Meal Type	Time of Service	Estimated Average Daily Participation
Breakfast		
AM Snack		
Lunch		
PM Snack		
Supper		
Evening Snack		

CACFP RECORDS, REQUIREMENTS, & TRAINING			
During the pre-operational site visit, the following requirements were discussed or observed, and forms/documents were provided if needed:			
	Yes	No	N/A
Copy of CACFP Meal Patterns			
Daily, dated menus for all meals/snacks posted			
Documentation for combination foods (CN, PFS, Standardized Recipe)			
Point of service meal counts for each meal type claimed			
Daily attendance records			
Child or Adult Enrollment Forms			
Income Eligibility Applications			
Provision of Breast Milk/Formula for all enrolled infants			
Invoices/receipts for food service purchases			
Medical statements for all participants requiring meal modifications			
Time sheets and pay stubs for CACFP employees (if claiming labor costs)			
Compensation Policy			
USDA non-discrimination statement on program materials where USDA/CACFP is referenced			
"Justice for All" poster displayed in prominent location			
3-year record retention plan			
Ethnic and racial data collection			
WIC information (order form) for posting or distributing (child care centers only)			
<i>Building for the Future</i> flier for posting or distributing			
Prior to operation, site staff must be trained on CACFP meal patterns, meal counts, claims submission and claim review procedures, recordkeeping requirements, reimbursement system, and civil rights.			
Have all staff with CACFP responsibilities been adequately trained on program requirements?			
Date of Training		If no, when will sponsor provide the required training?	

Name of Sponsoring Organization Representative	
Signature	

NOTE: Upload a copy of this completed form in NCCARES www.nccares.com under Facility Checklist – State or Local Health and Safety Inspection.