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| Oregon Department of Education  255 Capitol St.NE | Child Nutrition Programs |
| NE Salem, OR 97310 |  |
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**PRE APPROVAL REPORT FOR CACFP CENTERS**

*Note: Pre Approval visits must be conducted for all new CACFP center sites (school districts are exempt from this requirement for sites located within school buildings).*

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| Site Name & Address:  Site Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date of Visit:\_\_\_\_\_\_\_\_\_\_\_\_  Time Arrived: \_\_\_\_\_\_\_\_\_\_\_  Time Departed: \_\_\_\_\_\_\_\_\_ | Type of Site:  Child Care Center  Head Start/Early Start/Preschool  At-Risk  Outside of School Hours  Homeless/Emergency  Adult Day Care |

# 1. LICENSING, ALTERNATE APPROVAL, OR OTHER FEDERAL, STATE OR LOCAL APPROVAL

**Licensed facilities only:** Is the license for this facility current?  **Yes  No**

Maximum number \_\_\_\_\_\_\_ Ages in Care \_\_\_\_\_\_\_\_\_\_\_\_\_ Hours care provided: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is the operation of this facility in compliance with licensing requirements listed above?  **Yes  No**

**Alternate approval facilities only:** Are Sanitation and Fire/Safety Inspections current?  **Yes  No**

(Sanitation Inspection must be done annually. Fire/Safety Inspection must be done every two years)

Date of last Sanitation Inspection\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of last Fire/Safety Inspection\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Other Federal, State or Local Approval:**  Type of approval \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| 2. MEAL SERVICE **Meals Provided** **Meal Times**  Breakfast \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  AM Snack \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Lunch \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  PM Snack \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Supper \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Preparation:  On-site  Satellite Kitchen  Vended Meal Agreement | |
| **Yes No**  Site understands CACFP Meal Pattern requirements?  Site understands Infant Meal Pattern requirements?  **Not Applicable**  Menus show that required components are offered at each meal? | |
| **3. FOOD SAFETY AND SANITATION**  Food is obtained from approved sources  Potentially hazardous foods are stored/prepared/held/served at the proper temperatures  Dishwashing facilities are adequate for washing, rinsing and sanitizing  **Not Applicable**  Appropriate personal hygiene practices are observed  Kitchen/food prep area is sanitary | Yes No |
| 4. ADMINISTRATIVE REQUIREMENTS (Adult Programs exempt) Is the poster “*Building for the Future*” posted where it can be seen and read by participants, their parents or guardians?  **Not Applicable**  Is the WIC flyer posted or the WIC brochure distributed as required  **Not Applicable** | Yes No |
| 5. CIVIL RIGHTSIs the “*Justice For All Poster*” posted where it can be seen and read by participants, potential participants, their parents or guardians? Does site demonstrate knowledge of the organization’s Civil Rights complaint procedure? | Yes No |
| 6. RECORDKEEPING Site understands menu record requirements?  Site understands M*edical Substitution for Disabilities* requirements?  Site understands meal counting and claiming requirements?  Site understands attendance requirements?  Site understand infant meal pattern, meal service, and documentation requirements?  **Not Applicable**  Site understand participant enrollment and eligibility requirements?  **Not Applicable**  **Vended programs:** Site understands Vended Meal documentation requirements?  **Not Applicable** | Yes No |
| 7. STAFF TRAINING Site has conducted mandatory training for all key staff with CACFP duties? | Yes No |
| **8. COMMENTS** “*No*” and “N/A” answers require comment and/or plan for correction; note any other problems observed:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

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| **Issues Observed** | **Corrections** |
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Signature of monitor/reviewer Title Date

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Signature of facility representative Title Date

This institution is an equal opportunity provider