|  |  |
| --- | --- |
| Oregon Department of Education 255 Capitol St.NE  | Child Nutrition Programs |
| NE Salem, OR 97310 |  |
|  |  |

**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).*

|  |  |  |
| --- | --- | --- |
| 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| 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 temperaturesDishwashing facilities are adequate for washing, rinsing and sanitizing [ ]  **Not Applicable**Appropriate personal hygiene practices are observedKitchen/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. RECORDKEEPINGSite 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |  |
| --- | --- |
| **Issues Observed** | **Corrections** |
|  |  |
|  |  |
|  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of monitor/reviewer Title Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of facility representative Title Date

This institution is an equal opportunity provider