Preparing for the Child and Adult Care Food Program Approval Visit

You are operating the Child and Adult Care Food Program (CACFP) at your facility. A Nutrition Program Consultant will call to schedule an appointment for the approval visit. The consultant will decide at the approval visit if your facility is ready to be approved as a sponsor or if more learning and preparation is needed before approval can be granted.

Who should attend the approval visit?

The owner of for-profit institutions or principal/key individuals of non-profit institutions responsible for the overall administration of the CACFP and the individual(s) responsible for the daily activities, including the center director, staff responsible for foodservice, accounting, etc.

How much time does the approval visit take?

The approval visit can take approximately four to six hours. The consultant asks questions to learn about your facility and how you operate the CACFP. A meal or snack service will be observed during the visit. The approval visit is a good time for you to ask questions about the CACFP.

What should I have ready for the approval visit?

- If your organization will be collecting Household Income Statement (HIS) forms from families, please have the completed and approved forms available for review. View the Household Income Statement webpage for Household Income Statement packets and procedures for adult and child care. Translated forms are also on this webpage.
- Child Enrollment Forms – Child care center sponsors are required to have CACFP Enrollment information that includes a child’s normal days and hours in care, the meal services in which the child participates and parent signature. It is a good time to collect this information at the same time HIS forms are collected.
- Daily Attendance and Meal Count Documentation - Attendance must be documented for every participant who attends each day. Meal counts must be recorded at the point of service when it can be determined that a participant has received a reimbursable meal. Make sure you keep all meal counts for all meals and snacks you are claiming for reimbursement.
- Menus - Menus meet CACFP meal pattern requirements, which means they contain creditable foods, required food components and meet minimum portion size requirements for the different age groups served. Menus must be dated for all meals and snacks you are planning to claim for reimbursement. View the Child and Adult Care Food Program Child Meal Pattern, Infant Meal Pattern, and Adult Meal Pattern.
- Sponsor and site applications in the Minnesota Department of Education’s (MDE) online system, called the Cyber-Linked Interactive Child Nutrition System (CLiCS), must be completed prior to the approval visit.
• Public Release Template
• Child care license or alternate license
• Health Department Food and Beverage License, if required by the Department of Health or local sanitarian.

Be prepared to discuss the following basic requirements for program participation:

• Reimbursement will only be claimed for meals served to enrolled, eligible participants in approved locations that have operated within their license restrictions.
• There is no discrimination in program operations regarding race, color, national origin, age, sex, and disability. If a sponsor has infants in care, infants must be offered program benefits.
• Staff training—CACFP and Civil Rights
• Infant meals
• Meal Service Styles: pre-plated, family style, combination, cafeteria style
• For-Profit Eligibility
• Point of service meal counts. The consultant will observe a meal or snack service during the visit to ensure staff are trained and accurate meal counts are obtained.
• Food Service Operations

Recommended Resources:

• MDE website / Food and Nutrition / CACFP for Centers
• CACFP Handbooks
• Guidance for Operating the Child and Adult Care Food Program
• USDA CACFP website links (program regulations, information and resources)
• CLiCS Program Administration