



North Carolina Nutrition Services Branch
 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							
Child Care Center				At-Risk Afterschool Program			
Emergency Shelter				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		
Copy of Occupancy Permit or Sanitation Report (for At-risk Afterschool Programs only)											

MEAL PREPARATION

On-site	
Central Kitchen (another location)	
Delivered from School District	
Delivered from Food Service Management Company/Caterer	
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.