CACFP Homes Questionnaire

Complete this form and upload into CNP Web with your other review documents. For questions that require narrative answers, please ensure that your answers are as thorough and detailed as possible.

1. **CACFP Contact Person for the Administrative Review** (the contact person should be available throughout the review process via e-mail to answer questions about the submitted documents and to submit extra documents if the CACFP Nutrition Consultant discovers that some required documents were not submitted):
   a. Name/Title: _____
   b. Email address: _____
   c. Phone number: _____

2. **Does the Sponsor's main office have wireless internet that state staff can access while on-site?** Y   N

3. **Are Program records maintained for 3 years after submitting the final claim for the fiscal year to which they pertain or, if an audit is outstanding, until the audit is closed?** Y   N

4. **Where is the 'And Justice for All' poster located at your main office**?
   _____
   _____

5. **Have you had requests for informational materials in other translations?** Y   N
   a. **If yes, have you provided informational materials in appropriate translations? Please explain**:
   _____
   _____
   _____

6. **Do all publications and other forms of communication (such as websites and social media) that mention "CACFP" or "USDA" contain the updated Non-Discrimination statement or a link to it?** Y   N

7. **Please list the URL(s)/website address(es) that you use to advertise your daycare services, including any social media sites-**
   _____
   _____

8. **Where/How is current WIC information made available to providers?**
   _____
   _____

9. **Does your program require providers to post the 'Building for the Future' notice?**   Y   N
   a. **If no, how do providers notify families of their participation in the CACFP? Please explain:**
   _____
   _____

_____
_____

10. Describe Tier determination procedures:

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

11. Has the sponsor informed Tier II Providers of their option to identify income eligible children in their care? Y   N   NA

   a. **Does the sponsor make income eligibility forms available to Tier II Mixed Providers upon request?** Y   N

   b. **Are completed income eligibility forms sent directly from the child's household to the sponsor or collected by the provider as pre-arranged with the parent/guardian?**_____
   _____

12. Do you ever release any personal information regarding participants' households? Y   N

   a. **If yes, does your institution have an internal policy detailing the entities with whom you may release information? Please explain:**

   _____
   _____
   _____
   _____

13. Does sponsor review provider menus to assure compliance with meal pattern requirements? Y   N

14. Describe meal component compliance procedures:

_____
_____
_____
_____
_____

15. Describe edits checks implemented by the sponsor to ensure meal count accuracy:

_____
_____
_____

_____

_____

16. **What other available income sources does your institution have to cover CACFP administrative expenses for the homes portion of your sponsorship?**

_____

_____

_____

17. **Does sponsor compare actual expenditures to approved budget on an ongoing basis?   Y   N**
    a. **If yes, how often and by whom?**

    _____

    _____

18. **What type of recordkeeping system does institution use? (please circle or highlight)**
    Cash   Accrual   Both
19. **How does sponsor assure all providers attend training?**

_____

_____

_____

_____

20. **Have there been any changes in CACFP staff or CACFP staff responsibilities during the current fiscal year?   Y   N**

21. **Did new/reassigned staff receive adequate training before assuming CACFP-related duties?   Y   N**

22. **Which staff member(s) is/are responsible for providing training to new/reassigned staff [names and titles]?**

_____

_____

23. **How does sponsor ensure that effective corrective action occurs when instances of provider non-compliance are discovered?**

_____

_____

_____

_____

_____

_____

24. **What procedures have been implemented to deal with providers who are consistently noncompliant?**

_____

_____

_____
_____
_____
_____

25. Does the sponsor have a written SD policy that meets CACFP SD requirements?   Y   N