SPONSOR PRE-OPERATIONAL VISIT TO NEW SITES
CHILD AND ADULT CARE FOOD PROGRAM

WHY? To ensure that Child and Adult Care Food Program (CACFP) requirements will be met.

WHEN? A pre-operational visit must be done at new sites prior to claiming meals on the CACFP.

Visit Date: _____ Planned Start Claiming Date: _____

Site Name/ID: _____

Address: _____Phone: _____

Estimated number of meals to be served at this site: _____

Meals to be served/claimed: ☐ Breakfast ☐ AM Snack ☐ Lunch ☐ PM Snack ☐ Supper ☐ Evening Snack

Describe the Food Preparation/Meal Service at this site. Check all situations that apply.

On-site preparation for:
- ☐ breakfast
- ☐ lunch
- ☐ snacks
- ☐ supper
- ☐ After School Meal Program

Vended Meals:
- ☐ breakfast
- ☐ lunch
- ☐ snacks
- ☐ supper
- ☐ After School Meal Program

Name of Vendor: _____
- ☐ vendor delivers food
- ☐ staff picks up food from vendor

Any "NO" answers will require additional explanation, clarification, training or follow-up by sponsor.

STATE AGENCY FOOD NUTRITION SERVICE (FNS) NOTIFIED	**YES**	**NO**	**N/A**	**COMMENTS**
FNS has been notified and a new site ID number obtained.	☐	☐	☐	
A new site application has been submitted and approved.	☐	☐	☐	

TRAINING on CACFP ISSUES (If NO, training must be done PRIOR to start date.)	**YES**	**NO**	**N/A**	**COMMENTS**
Menus and CACFP meal patterns.	☐	☐	☐	
CACFP portion sizes.	☐	☐	☐	
CACFP creditable foods.	☐	☐	☐	
Daily attendance documentation.	☐	☐	☐	
Point of service meal count documentation (counting and claiming participants who receive a reimbursable meal).	☐	☐	☐	
How to document food production records.	☐	☐	☐	
Infant issues and claiming.	☐	☐	☐	
Separate attendance and meals counts for At-Risk After School Meal Program.	☐	☐	☐	
Adult day care meal patterns.	☐	☐	☐	
If different staff supervise/document meals for different meal services or shifts, has each person been trained?	☐	☐	☐	

TRAINING on CACFP ISSUES (If NO, training must be done PRIOR to start date.)	**YES**	**NO**	**N/A**	**COMMENTS**
If no, explain plan for training.				
Other training issues/topics needed or discussed:	☐	☐	☐	

CIVIL RIGHTS	**YES**	**NO**	**N/A**	**COMMENTS**
The "And Justice for All" Poster is prominently displayed.	☐	☐	☐	

In order to minimize the threat of any food-borne illnesses in this setting, become aware of the Minnesota Food Code requirements and work closely with the local or state Health Department. Inform them about the cooking plans at this site and the procedures used to wash and sanitize dishes, utensils and cooking equipment. Visit the Minnesota Department of Health website for additional information.

Note: A copy of the Health Department inspection will need to be kept on file for CACFP review.

HEALTH DEPT / SANITARIAN APPROVAL OF FACILITIES	**YES**	**NO**	**N/A**	**COMMENTS**
Date the Health Department was notified of the site's intent to operate: _____	☐	☐	☐	
Site has received a Health Department inspection and Food and Beverage License.	☐	☐	☐	
Did the Health Department assess and approve the following:				
• Facilities and equipment (for preparation, transport, holding, storing, serving) as appropriate for the types of meals being served.	☐	☐	☐	
• Meals to be served, types of foods used and the type of preparation of the foods (full prep, minimal prep, only reheating).	☐	☐	☐	
• Existing dishwashing facilities and/or procedures for washing/sanitizing OR	☐	☐	☐	
• The site is using all disposable dishes and silverware.	☐	☐	☐	
The refrigerator(s) is able to keep cold foods cold (<40° F).	☐	☐	☐	
The freezer(s) is able to keep frozen foods frozen (<0° F).	☐	☐	☐	
Thermometers are present in all refrigeration/freezer units.	☐	☐	☐	
There will be daily removal of garbage.	☐	☐	☐	
For self-prep sites serving more than 18 meals: A full-time certified food manager is employed if required.	☐	☐	☐	

Additional forms or materials needed by this site:

Any additional comments/concerns related to the site's CACFP operations:

Site Staff Signature and Date: _____

Sponsor Monitor Signature and Date: _____

Keep this form on file for three years and three months past this current year.