

**CHILD AND ADULT CARE FOOD PROGRAM**

**• ADULT DAY CENTER •**

**SELF-EVALUATION CHECKLIST**

(revised 12/21)

MONTH: \_\_\_\_\_ YEAR: \_\_\_\_\_

CE NAME: \_\_\_\_\_ SITE NAME: \_\_\_\_\_

Completion of this checklist is optional. It is to your advantage to regularly complete a checklist to ensure program compliance to reduce or eliminate findings and/or adverse action as the result of an Administrative Review. *\*Items marked with an asterisk are best practice suggestions; they are not required.*

**Enrollment Records**

- 1.  A current and/or updated enrollment form for each adult whose meals are claimed is on file.
- 2.  Documentation of disability or functional impairment for all adults under age 60.
- 3.  Plan of Care for each adult.
- 4.  Each enrollment form contains the required information:
  - Full name of participant  Date of birth
  - Participant age  Enrollment date/Withdrawal date
  - Enrollment records are completed by the participant or another responsible adult.
  - Participant signature and date (or responsible adult on behalf of participant)

**Attendance Records**

- 5.  Daily attendance is taken on daily meal count form
- 6.  Daily attendance is documented for all participants in the center and can be compared to sign-in/sign-out records

**Civil Rights**

- 7.  Training documentation to show that all site staff have been trained to provide access to all adults regardless of race, color, national origin, age, sex, or disability.
- 8.  Meals comply with CACFP meal pattern requirements and are served to all adults enrolled in the center
- 9.  Written complaint procedure includes process that ensures complaints have been received, written down, and forwarded to the Texas Department of Agriculture Food and Nutrition department.
  - “And Justice for All” poster is posted in a location visible to participants and the public.
  - Ethnic and racial data is collected with source for all current and potential beneficiaries and kept on file to meet annual requirement.
  - Annual documentation that all staff working within the CACFP have received Civil Rights training Translation provided of the MBIEF, letter to households, and other information to all non-English reading participants and the public, when requested
  - Food program materials distributed to participants or the public include the correct civil rights statement.
  - 15. CEs that have 15 or more employees:
    - Documentation of employee designated as Section 504 Coordinator
    - Written Grievance procedure

## **Meal Benefit Income Eligibility Forms (MBIEF)**

Documentation of distribution to all newly enrolled participants and annually thereafter:

MBIEF

Participant Letter

Income Eligibility Guidelines (H1625-A)

Alphabetized MBIEF on file for each participant that meals are being claimed for reimbursement at free or reduced price rates—must be current and not expired

MBIEF completed by the participant/responsible adult. Any changes made to the original form are initialed and dated by center official or participant/responsible adult.

Title XIX or XX documentation (if applicable)

Expired MBIEF and those forms of participants no longer in attendance are filed separately from current participants

MBIEF are approved with required information.

Categorically Eligible:

Name of adult participant

Medicaid, Star+Plus, SSI, SNAP, TANF, or FDPIR case number (will be an 8 or 9 digit number)

Signature of an adult household member

Income Eligible:

Names of enrolled adult participant(s), spouse, and dependent children

Current income received by each household member that is the participant, spouse, or dependent of participant “No Income” is marked when applicable—for household members that do not have income

Source of income identified by the individual who received it

Last 4 digits of Social Security number for adult who signs the form or marked that person does not have one

Signature of adult household member and date

Approving official:

If household is over income or application is not complete, “Denied” section is marked

If family qualifies for free or reduced price meals, the approved section is completed and benefit category is marked

Approving official has signed and dated the form with day of approval

MBIEF are approved with the correct benefit category designated according to the income eligibility guidelines current at the time of approval.

## **Program Eligibility (For-Profit Institutions/Facilities Only)**

Monthly documentation that a minimum of 25% enrolled participants are eligible for free or reduced price or Title XIX (Star +Plus/Medicaid)/Title XX funds.

Documentation is available to prove eligibility to claim.

## **Menus**

All menu items used to meet CACFP component requirements are creditable according to CACFP resources (i.e. Food Buying Guide, Crediting Foods Guide).

\*Posted menus match meal production record as to items served.

Menus served meet CACFP meal pattern requirements and licensing requirements.

Substitutions that were made are noted on menu and meal production records.

Medical statements are on file for all participants needing substitutions that do not meet the meal pattern or crediting food requirements.

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## **Meal Production Records**

Meal production records are complete for each meal type served.

Meal production records are completed daily prior to service.

29. Meal production records contain required information:

Date meal was served	Meal pattern components
Meal type and menu	recorded Quantity used recorded in measurable amounts
Description of food items	used Planned numbers
Substitutions noted	correctly

Quantity used shows sufficient amount was prepared for participant meals claimed

CN labels and product formulation statements are on file for commercially prepared meat/meat alternates or other commercially prepared foods.

Standardized recipes are on file for food items prepared that meet more than one component.

Medical or special diet statements are on file for any meal substitutions made.

Menu changes or diet substitutions are noted on meal production records in the substitution chart and in the correct component section.

If contracting for meal service, contract and daily transport sheets indicating food components and serving sizes for contracted meal service on file.

### **Point of Service Meal Counts**

Meal counts are recorded in ink for each participant at the “point of service” (observed reimbursable meal/snack) Counts contain all requirements, full name (matches enrollment), age, attendance, signature, dates, etc. If applicable, offer versus served is approved and implemented correctly for each meal the site is approved. Meal service style (family style or cafeteria) is approved, correctly implemented, and served at CACFP approved meal service times. If applicable, residents and/or Title III or Title III-C funded meals are not counted and claimed for CACFP reimbursement.

Meals for absent adults are not claimed for reimbursement.

Manual point of service meal counts are filed.

Field trip documentation (if applicable—for meals served on field trips)

43. Sponsors:

Maximum number of meals and meal type edit check completed and correct

Documentation of corrective action and follow-up for failed edit checks

### **Food Service Records**

Inventory of food and non-food items.

Food receipts and/or invoices of purchases, match menu served.

Food receipts and/or invoices are dated, itemized and printed with the name of the store/vendor. Food receipts and/or invoices of purchases are allowable and have non program items identified. Receipts for program non-food items (food service paper products and cleaning supplies) are dated, itemized and printed with the name of the store/vendor.

Program expenses are tracked with a ledger and approved in the annual budget.

Non-profit food service status is maintained (not more than 3 months of average expenditures or net cash resources).

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### **Claim Consolidation**

Daily meal count totals do not exceed license capacity.

Total number of meals claimed do not exceed total enrollment X operating days X approved meal types. Meals claimed for reimbursement do not exceed 2 meals and 1 snack or 2 snacks and 1 meal per participant per day Edit

checks and internal controls are in place to ensure daily meal counts are accurate  
Monthly consolidation of meal counts (sponsors—Forms H4502 and H1540, or alternate forms) Claim for reimbursement is completed correctly and submitted within 60 days  
Copy of monthly claim for reimbursement is filed

58. Sponsors:

Approved sites are claimed for reimbursement

### **License Compliance**

Facility has not exceeded license capacity, at any time

License is current and posted

If license is exempt, site is approved by TDA

### **Health, Safety and Sanitation**

Food service is conducted in compliance with generally accepted health and sanitation practices There are not any obvious fire, health and/or safety hazards at the site

Cleaning supplies and other toxic materials are safely stored out of reach of participants and away from food Food is properly stored (raw foods below ready-to-eat foods, tightly covered and dated) in refrigeration and dry storage areas

Refrigerator is clean and free of odors

### **Training**

Organizational chart is kept updated that includes the names and functions for all current employees, board members, officers, agents, consultants and employees involved in any aspect of the CACFP

Documentation that all staff performing key CACFP activities have been trained in key CACFP topics prior to working within the Program and annually thereafter

Written training policy is followed

Dated agendas and sign-in sheets to document required annual Civil Rights training for all staff and training of key staff on key CACFP topics—at least annually for existing staff.

71. Sponsors:

Provide written training documentation to each site acknowledging their completion of the training

System for identifying and addressing problem areas in annual training

Policy and procedure to address site's failure to receive annual training

### **CACFP Labor**

Written Compensation policy for employees paid with CACFP funds

It has been verified and determined that all new and current employees, as well as subcontractors, are not found on the National Disqualified List (NDL) and TEXSL

Review of the National Disqualified List for each new employee is part of the institution's hiring policy and procedures

Employees paid in part or fully with CACFP funds are approved in annual budget

Time & attendance sheets, time distribution reports, and payroll records are filed for each CACFP paid employee IRS 941, Employers Quarterly Reports are documented and on file

Subcontract agreements are approved on the annual budget and are kept on file (if applicable)

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### **Monitoring (Sponsors Only)**

Written monitoring procedures are followed

Documentation of three annual monitoring reviews have been completed, documented and filed for each site and that there is not more than six months between reviews

Documentation that two of the three reviews were unannounced

Documentation that a different meal was observed at each review with not more than one observation consisting of a

snack

Five day reconciliation procedures are followed

Household contact procedures are followed and used in questionable circumstances

If site findings are determined, follow-up and corrective action has been completed, documented and filed Monitoring form is fully completed

87. Review Averaging (if applicable):

TDA approved averaging is implemented correctly and reviews are completed with not more than nine months between reviews

88. CEs that receive vended meals or meals from a Food Service Management Company (if applicable):

Documentation of annual Food Service Management Company (FSMC)/Vendor Monitor Review

### **Administrative**

Verify that alternate forms to capture required information meet TDA requirements

Written procurement procedures are on file

Procurement procedures are followed for all purchases

Written Code of Standards of Conduct

Written Conflict of Interest policy

Written Protest procedures

If applicable, documentation of disclosure of any related party/less-than-arms length transactions (if applicable)

Agreements for any purchased services or subcontractors and verification that services have been properly procured

Documentation of verification that subcontracted services for CACFP have been evaluated and determined not to be on the National Disqualified List (NDL) and Texas Excluded SFSP List (TEXSL)

Documentation of all procurement conducted

99. Small purchase (if applicable):

Documentation of quotes obtained

100. Invitation for Bid/Contract (if applicable):

Ad, Bidders List, etc.

Annual Audit has been completed (if applicable)

Documentation of TDA approved Specific Prior Written Approval (if applicable)

Monthly documentation of costs/revenue on CACFP Financial Tool including reconciled bank statements and credit card statements supporting CACFP expenses

Depreciation schedule for equipment used in CACFP (if applicable)

105. The following are available and kept on file:

TDA Permanent Agreement

Site application(s)

Management Plan and Budget (including any updates or amendments)

Non-profit organizations: IRS 501(c)(3) and Bylaws or Articles of Incorporation

106. Sponsor:

Retain no more than 15% of reimbursement for administrative costs

Allowable expenses are documented

Documentation that reimbursement was disbursed to sites or provider within 5 working days

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For more detailed information on individual checklist items, refer to the TDA Policy Handbook at [www.squaremeals.org](http://www.squaremeals.org) or contact your Region Education Service Center.

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**Person Completing Checklist Date**

*(Required only if completing as part of corrective action)*

Completion of this general management tool does not guarantee that a subsequent TDA Administrative Review will result in no findings and/or adverse action, nor does it guarantee that the checklist is comprehensive. Revisions to this tool may be necessary as regulations change.

This institution is an equal opportunity provider.