

Key Components to a Successful CACFP Site Review Visit

USDA regulations require CACFP Sponsors (Catalyst Community) to conduct three (3) site review visits per year with Day Care Home Providers between October and September. Two of the three visits must be unannounced (7 CFR 226.16(d)(iii)).

IMPORTANT: You must contact us ahead of time for any planned and unplanned closures during mealtimes to remain in compliance with USDA regulations (7 CFR 226.16(l)(2)(ix)).

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- Check that your mealtimes in KidKare are accurate- let us know ahead of time if you change your mealtimes or the type of meals you claim.
- Please have all children seated at the table so we can get an accurate attendance/meal count.
- Please have ALL required food components of the meal/snack available at the time of meal service with minimum serving sizes.
- At each visit, we will be checking milk label(s): whole milk for one year olds and 0-1% for two and older. If children have a “Parent Request for Non-Dairy Milk Substitute Form” on file, we will check the brand/label to see that the milk substitute is nutritionally equivalent to cow’s milk.
- Children who are not able to follow the meal pattern due to a disability must have a Medical Statement on file signed by a physician, physician assistant or nurse practitioner.
- If you care for infants (0-11months), we will check that you have a brand of iron fortified infant formula that you offer infants.
- If applicable, we will ask to see food/CN labels to verify if the item is reimbursable (ie, whole grains, breakfast cereal, yogurt, chicken nuggets)
- Please have your Family Childcare License posted and the [Child and Infant Meal Pattern](#) posted near where food is prepared and the [Grains Measuring Chart](#) accessible.
- Please have drinking water accessible to children at all times.
- In the unexpected event that you are not present, be sure your qualified assistant is thoroughly trained on how a CACFP site visit is conducted.
- Maintain a folder with the food program information and copies of children’s registration records.