

PRE-APPROVAL CHECKLIST

for Enrolled Caregivers and Day Care Home Providers

| Infant menus and claiming rules | SECTION 1: PROVIDER INFORMATION | | |
|--|--|--|--|
| Enrolled/Informal (NoE) Licensed Registered Licensed/Registered Capacity + Licensed/Registerion available and current? Yes No In Process NoE/Lic/Reg # Non-resident on Care Non-resident Non-res | Name | Owner On-Site Date Time | |
| License/Registration available and current? Yes No In Process Non-resident no relation to Provider Resident | Address Phone | | |
| Number of Children in Care | Enrolled/Informal (NoE) Licensed Registered | Licensed/Registered Capacity/+ | |
| Do you operate or own more than one home? | License/Registration available and current? | NoE/Lic/Reg # | |
| SECTION II: CACEP BASICS – Check off each topic as you review it with the provider. Benefits of CACEP (Building for the Future) Monitoring/Training Bigibility to claim resident children Annual training requirements Income Eligibility From complete (DOH-4161) Visited at least 3 times per year All forms completed, signed and dated by provider and sponsor staff First visit in first 4 weeks of operation Continuous Application and Agreement (DOH-3705) At least two visits will be unannounced Tiering options explained for Tier II providers Meal times will be visited Consiste Provider Addendum (CACEP-160) Monthly Claims CACEP Meal Patterns (give copy of each) Describs sponsor's policies/procedures for submission (or for submitting menus & meal counts) Infant menus and claiming rules Describs sponsor's policies/procedures for submission (or for submitting menus & meal counts) Crediting Foods in CACEP handbook Duily menus Duily menus Duily menus Messagement Provider Provider Provider Messagement Provider Provider Provider Provider Provider Messagement Provider P | Number of Children in Care Non-resident related to Provider | Non-resident no relation to Provider Resident | |
| Benefits of CACFP (Building for the Future) | Do you operate or own more than one home? Yes No | | |
| Eligibility to claim resident children | SECTION II: CACFP BASICS – Check off each topic as you review it with the provider. | | |
| Income Eligibility Form complete (DOII-4161) | Benefits of CACFP (Building for the Future) | Monitoring/Training | |
| All forms completed, signed and dated by provider and sponsor staff First visit in first 4 weeks of operation Continuous Application and Agreement (DOH-3705) At least two visits will be unannounced Tiering options explained for Tier II providers Meal times will be visited Monthly Claims Monthly | Eligibility to claim resident children | Annual training requirements | |
| Continuous Application and Agreement (DOII-3705) At least two visits will be unannounced Tiering options explained for Tier II providers Meal times will be visited Notify Sponsor if not home at mealtime On-Site Provider Addendum (CACFP-160) Monthly Claims On-Site Provider Addendum (CACFP-160) Describe sponsor's policies/procedures for submission (or for submitting menus & meal counts) Describe sponsor's policies/procedures for submission (or for submitting menus & meal counts) Describe sponsor's policies/procedures for submission (or for submitting menus & meal counts) Describe sponsor's policies/procedures for submission (or for submitting menus & meal counts) Describe sponsor's policies/procedures for submission (or for submitting menus & meal counts) Describe sponsor's policies/procedures for submission (or for submitting menus & meal counts) Describe sponsor's policies/procedures for submission (or for submitting menus & meal counts) Describe sponsor's policies/procedures for submission (or for submitting menus & meal counts) Describe sponsor's policies/procedures for submission (or for submitting menus & meal counts) Describe sponsor's policies/procedures for submission (or for submitting menus & meal counts) Describe sponsor's policies/procedures for submission (or for submitting menus & meal counts) Describe sponsor's policies/procedures for submission (or for submission (or for submitting menus & meal counts) Describe sponsor's policies/procedures for submission (or for submission (procedures) policies/procedures for submission (or for submission (procedures) Describe sponsor's policies/procedures for submission (or for submission (procedures) Describe sponsor's policies/procedures | Income Eligibility Form complete (DOH-4161) | Visited at least 3 times per year | |
| Tiering options explained for Tier II providers Meal times will be visited Income Eligibility Form (DOH-4161) Notify Sponsor if not home at mealtime On-Site Provider Addendum (CACIP-160) Monthly Claims On-Site Provider Addendum (CACIP-160) Monthly Claims On-Site Provider Addendum (CACIP-160) Describe sponsor's policies/procedures for submission (or for submitting menus & meal counts) Infant menus and claiming rules Reasons for meal disallowances Recordkeeping rules (give supply of forms) Doctor's note needed for allergies and special diets Daily menus | All forms completed, signed and dated by provider and sponsor staff | First visit in first 4 weeks of operation | |
| Income Eligibility Form (DOH-4161) | Continuous Application and Agreement (DOH-3705) | At least two visits will be unannounced | |
| On-Site Provider Addendum (CACFP-160) Monthly Claims CACFP Meal Patterns (give copy of each) Describe sponsor's policies/procedures for submission (or for submitting menus & meal counts) CACFP Meal Patterns (give copy of each) Describe sponsor's policies/procedures for submission (or for submitting menus & meal counts) Child meal pattern Reasons for meal disallowances Doctor's note needed for allergies and special diets Recordkeeping rules (give supply of forms) Doctor's note needed for allergies and special diets Daily menus Daily menus Daily menus BY Section III: FOOD SERVICE HEALTH AND SAFETY Evaluate the safety and cleantliness of the food preparation, food storage and serving areas, and other health and safety conditions. Yes No Corrected There is a working refrigerator, stove and oven on the premises There is hot and cold running water available in the kitchen Foods are stored properly; cold foods are kept cold, hot foods are kept hot and canned and packaged foods are stored in their original containers or acceptable storage containers Countertops and other food preparation and serving areas are clean and free of hazards Cleansers, cleaning solutions, medicines, pest control products and other toxic materials are stored in their original containers, away from food and out of children's reach Appliances, electrical cords, knives and other sharp objects are stored out of the reach of children Provider is informed that infant formula, breast milk and other food items for infants cannot be heated in a microwave oven Trash is stored away from food preparation and storage areas and not near heat sources such as a furnace, stove or hot water heater There is an operating smoke detector in or near the food preparation area There is an operating smoke detector in or near the food preparation area There is an operating smoke detector in or near the food preparation area There is an operating smoke detector in or near the food preparation ar | Tiering options explained for Tier II providers | Meal times will be visited | |
| CACFP Meal Patterns (give copy of each) Describe sponsor's policies/procedures for submission (or for submitting menus & meal counts) Infant menus and claiming rules Child meal pattern Reasons for meal disallowances Reasons for meal disallowances Reasons for meal disallowances Recordkceping rules (give supply of forms) Daily menus | Income Eligibility Form (DOH-4161) | Notify Sponsor if not home at mealtime | |
| Infant menus and claiming rules | On-Site Provider Addendum (CACFP-160) | Monthly Claims | |
| Child meal pattern Doctor's note needed for allergies and special diets Sponsor's policies/procedures for meals Daily menus Daily menus Daily menus Daily meal count Annual enrollment forms for all children ECTION III: FOOD SERVICE HEALTH AND SAFETY Evaluate the safety and cleanliness of the food preparation, food storage and serving areas, and other health and safety conditions. Yes No Corrected There is a working refrigerator, stove and oven on the premises There is hot and cold running water available in the kitchen Dodas are stored on a coeptable storage containers Countertops and other food preparation and serving areas are clean and free of hazards Cleansers, cleaning solutions, medicines, pest control products and other toxic materials are stored in their original containers, away from food and out of children's reach Appliances, electrical cords, knives and other sharp objects are stored out of the reach of children Provider is informed that infant formula, breast milk and other food items for infants cannot be heated in a microwave oven Thas his stored away from food preparation and storage areas and not near heat sources such as a furnace, stove or hot water heater There is an operating smoke detector in or near the food preparation area There is an operating smoke detector in or near the food preparation area There is an operating smoke detector in or near the food preparation area There are no obvious unsafe conditions that would threaten the health and safety of the children There are no obvious unsafe conditions that would threaten the health and safety of the children There are two means of escape (second egress) | | Describe sponsor's policies/procedures for submission | |
| Chilo meal pattern Doctor's note needed for allergies and special diets Daily menus Daily me | | | |
| Daily menus | | | |
| Sponsor's policies/procedures for meals Daily meal count | _ | | |
| Section III: FOOD SERVICE HEALTH AND SAFETY — Evaluate the safety and cleanliness of the food preparation, food storage and serving areas, and other health and safety conditions. Yes No Corrected There is a working refrigerator, stove and oven on the premises There is hot and cold running water available in the kitchen Foods are stored properly; cold foods are kept cold, hot foods are kept hot and canned and packaged foods are stored in their original containers or acceptable storage containers Countertops and other food preparation and serving areas are clean and free of hazards Cleansers, cleaning solutions, medicines, pest control products and other toxic materials are stored in their original containers, away from food and out of children's reach Appliances, electrical cords, knives and other sharp objects are stored out of the reach of children Provider is informed that infant formula, breast milk and other food items for infants cannot be heated in a microwave oven Trash is stored away from food preparation and storage areas and not near heat sources such as a furnace, stove or hot water heater There is an operating smoke detector in or near the food preparation area There are no obvious unsafe conditions that would threaten the health and safety of the children There is access to a working telephone There are two means of escape (second egress) | | | |
| SECTION III: FOOD SERVICE HEALTH AND SAFETY – Evaluate the safety and cleanliness of the food preparation, food storage and serving areas, and other health and safety conditions. Yes No Corrected There is a working refrigerator, stove and oven on the premises There is hot and cold running water available in the kitchen Foods are stored properly; cold foods are kept cold, hot foods are kept hot and canned and packaged foods are stored their original containers or acceptable storage containers Countertops and other food preparation and serving areas are clean and free of hazards Cleansers, cleaning solutions, medicines, pest control products and other toxic materials are stored in their original containers, away from food and out of children's reach Appliances, electrical cords, knives and other sharp objects are stored out of the reach of children Provider is informed that infant formula, breast milk and other food items for infants cannot be heated in a microwave oven Trash is stored away from food preparation and storage areas and not near heat sources such as a furnace, stove or hot water heater There is an operating smoke detector in or near the food preparation area There are no obvious unsafe conditions that would threaten the health and safety of the children There is access to a working telephone There are two means of escape (second egress) | | | |
| Serving areas, and other health and safety conditions. Yes | HCS Account for CIPS | A timular conforment forms for an emiliaten | |
| There is a working refrigerator, stove and oven on the premises There is hot and cold running water available in the kitchen Foods are stored properly; cold foods are kept cold, hot foods are kept hot and canned and packaged foods are stored their original containers or acceptable storage containers Countertops and other food preparation and serving areas are clean and free of hazards Cleansers, cleaning solutions, medicines, pest control products and other toxic materials are stored in their original containers, away from food and out of children's reach Appliances, electrical cords, knives and other sharp objects are stored out of the reach of children Provider is informed that infant formula, breast milk and other food items for infants cannot be heated in a microwave oven Trash is stored away from food preparation and storage areas and not near heat sources such as a furnace, stove or hot water heater There is an operating smoke detector in or near the food preparation area There are no obvious unsafe conditions that would threaten the health and safety of the children There is access to a working telephone There are two means of escape (second egress) | | | |
| There is hot and cold running water available in the kitchen | Yes No Corrected | | |
| Foods are stored properly; cold foods are kept cold, hot foods are kept hot and canned and packaged foods are stored in their original containers or acceptable storage containers Countertops and other food preparation and serving areas are clean and free of hazards Cleansers, cleaning solutions, medicines, pest control products and other toxic materials are stored in their original containers, away from food and out of children's reach Appliances, electrical cords, knives and other sharp objects are stored out of the reach of children Provider is informed that infant formula, breast milk and other food items for infants cannot be heated in a microwave oven Trash is stored away from food preparation and storage areas and not near heat sources such as a furnace, stove or hot water heater There is an operating smoke detector in or near the food preparation area There are no obvious unsafe conditions that would threaten the health and safety of the children There is access to a working telephone There are two means of escape (second egress) | There is a working refrigerator, stove and oven on | the premises | |
| their original containers or acceptable storage containers Countertops and other food preparation and serving areas are clean and free of hazards Cleansers, cleaning solutions, medicines, pest control products and other toxic materials are stored in their original containers, away from food and out of children's reach Appliances, electrical cords, knives and other sharp objects are stored out of the reach of children Provider is informed that infant formula, breast milk and other food items for infants cannot be heated in a microwave oven Trash is stored away from food preparation and storage areas and not near heat sources such as a furnace, stove or hot water heater There is an operating smoke detector in or near the food preparation area There are no obvious unsafe conditions that would threaten the health and safety of the children There is access to a working telephone There are two means of escape (second egress) | There is hot and cold running water available in the | There is hot and cold running water available in the kitchen | |
| Countertops and other food preparation and serving areas are clean and free of hazards Cleansers, cleaning solutions, medicines, pest control products and other toxic materials are stored in their original containers, away from food and out of children's reach Appliances, electrical cords, knives and other sharp objects are stored out of the reach of children Provider is informed that infant formula, breast milk and other food items for infants cannot be heated in a microwave oven Trash is stored away from food preparation and storage areas and not near heat sources such as a furnace, stove or hot water heater There is an operating smoke detector in or near the food preparation area There are no obvious unsafe conditions that would threaten the health and safety of the children There is access to a working telephone There are two means of escape (second egress) | | Foods are stored properly; cold foods are kept cold, hot foods are kept hot and canned and packaged foods are stored in their original containers or acceptable storage containers | |
| Cleansers, cleaning solutions, medicines, pest control products and other toxic materials are stored in their original containers, away from food and out of children's reach Appliances, electrical cords, knives and other sharp objects are stored out of the reach of children Provider is informed that infant formula, breast milk and other food items for infants cannot be heated in a microwave oven Trash is stored away from food preparation and storage areas and not near heat sources such as a furnace, stove or hot water heater There is an operating smoke detector in or near the food preparation area There are no obvious unsafe conditions that would threaten the health and safety of the children There is access to a working telephone There are two means of escape (second egress) Comments | | | |
| Appliances, electrical cords, knives and other sharp objects are stored out of the reach of children Provider is informed that infant formula, breast milk and other food items for infants cannot be heated in a microwave oven Trash is stored away from food preparation and storage areas and not near heat sources such as a furnace, stove or hot water heater There is an operating smoke detector in or near the food preparation area There are no obvious unsafe conditions that would threaten the health and safety of the children There is access to a working telephone There are two means of escape (second egress) Comments | Cleansers, cleaning solutions, medicines, pest control products and other toxic materials are stored in their original | | |
| Provider is informed that infant formula, breast milk and other food items for infants cannot be heated in a microwave oven Trash is stored away from food preparation and storage areas and not near heat sources such as a furnace, stove or hot water heater There is an operating smoke detector in or near the food preparation area There are no obvious unsafe conditions that would threaten the health and safety of the children There is access to a working telephone There are two means of escape (second egress) Comments | | • | |
| Trash is stored away from food preparation and storage areas and not near heat sources such as a furnace, stove or hot water heater There is an operating smoke detector in or near the food preparation area There are no obvious unsafe conditions that would threaten the health and safety of the children There is access to a working telephone There are two means of escape (second egress) Comments | Provider is informed that infant formula, breast m | Provider is informed that infant formula, breast milk and other food items for infants cannot be heated in a microwave | |
| There is an operating smoke detector in or near the food preparation area There are no obvious unsafe conditions that would threaten the health and safety of the children There is access to a working telephone There are two means of escape (second egress) Comments | Trash is stored away from food preparation and stored | orage areas and not near heat sources such as a furnace, stove or hot | |
| There are no obvious unsafe conditions that would threaten the health and safety of the children There is access to a working telephone There are two means of escape (second egress) Comments | | e food preparation area | |
| There is access to a working telephone There are two means of escape (second egress) Comments | | | |
| There are two means of escape (second egress) Comments | | | |
| Comments | | | |
| | | | |
| Monitor Signature Provider Signature Date | Confinents | | |
| 110Videt ofghatite Date | Monitor SignatureProvider Signature | rre Date | |