

NEW SITE PRE-APPROVAL VISIT FORM

Directions: All multi-site sponsors must complete this form for any NEW SITE to be added and approved for Child and Adult Care Food Program (CACFP) operations during the fiscal year. To obtain site approval, submit this form on the Claims Reimbursement and Reporting System (CRRS) with other required documentation listed below.

Sponsor Name		
Site Name		County
Site Address	City	Zip
Site Director Name	Site Phone Number	
Site is: ☐ Non-profit (Federal Tax Exempt) ☐ For-profit		

1. Type of programs at site: ☐ Child Care ☐ Head Start ☐ Outside School Hours Care Center
☐ Emergency Shelter ☐ Youth Development ☐ After School At-Risk ☐ Adult Day Care
2. Is the site currently licensed for child care? ☐ Yes ☐ No ☐ Exempt
If yes, attach a copy of current child care license or letter of approval. For Adult Day Care, attach PASSPORT approval.
3. If exempt from licensing, do you have current fire and health inspections? ☐ Yes ☐ No
If yes, attach a copy of the most current inspection reports.
4. Is the site a different legal entity from the sponsor (different tax identification number or corporation)?
☐ Yes ☐ No
5. What age groups will be attending this site (mark all that apply): ☐ Infants 0-12 mo. ☐ Toddlers 1-2 yrs.
☐ Preschoolers 3-5 yrs. ☐ School-aged youth 6-12 yrs. ☐ School-aged youth 13-18 yrs. ☐ Adults
6. Total number of participants enrolled: _____ License capacity: _____
7. Is the participant to staff ratio adequate to provide necessary supervision? ☐ Yes ☐ No
8. What meals are going to be claimed on the CACFP? ☐ Breakfast ☐ AM Snack ☐ Lunch
☐ PM Snack ☐ Supper ☐ Evening Snack
9. Does this site have a food service license? ☐ Yes ☐ No
If yes, attach a copy of the current license.
If no, explain plans to obtain license. _____
10. How will meals be prepared or obtained? ☐ Prepared at site ☐ Delivered from own central kitchen
☐ Prepared by school ☐ Prepared by caterer or food service management company (FSMC)
11. If meal(s) are vended by a school, caterer or FSMC, have the appropriate CACFP vending agreement or contract been completed? ☐ Yes ☐ No
12. If meals are prepared on site, is there equipment to adequately prepare, store and serve the needed number of meals?
☐ Yes ☐ No
13. Has training been provided to site staff with responsibilities for the operation and administration of the CACFP?
☐ Yes, training documentation is on file.
☐ No, training not yet provided but I understand it must be provided before food program operations.
☐ Training session(s) schedule for the following date(s). _____
14. Will site staff maintain the required daily records? ☐ Yes ☐ No
If no, explain plans to maintain daily records. _____

Signature of Sponsor Representative Completing Visit:	
Title:	Date: