

FORT HOOD  
CHILD DEVELOPMENT SERVICES FOOD PROGRAM  
FCC HOME PRE-APPROVAL VISIT CHECKLIST

PROVIDER'S NAME	CAPACITY	OWN CHILDREN PARTICIPATING
		VILLAGE

ITEMS COVERED

- CACFP Application
- Agreement Between Sponsor and FCC Home
- Daily Recordkeeping Requirements
  - Menus
  - Meal/Attendance Count (Names/Ages, Daily, Ink)
  - Sign In Sheets
- Other Records (maintain for one year)
  - FCC Home Child Enrollment Forms
  - Application/Agreement
  - Copies of Monthly Claims Materials
- Submission of Monthly Forms  
(As close to 1st working day of following month as possible)
  - Sign-in sheets
  - Meal/Attendance Count (neat, in ink)
  - Menus (may be in pencil, be sure all days are covered)
  - Child Enrollment Forms for newly enrolled children
  - Withdrawal dates for any children no longer in the FCC home
  - Allergy statements
- Enrollment of Children (In the home when contract is signed, have parent PRINT)
  - FCC Home Child Enrollment Form (all blanks should be completed)
  - Give parent Non-Discrimination Policy Statement & Meal Components Handout
- Review Visits Required (1st in 3 wks, 2 more to follow)
- Menu Review

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The above listed items were discussed during my pre-approval visit.

Provider Signature \_\_\_\_\_ Date \_\_\_\_\_

APPROVED ..... YES \_\_\_\_\_ NO \_\_\_\_\_

Staff Signature \_\_\_\_\_ Date \_\_\_\_\_

ADDITIONAL CHECKLIST  
FOR PREAPPROVAL

1. \_\_\_\_\_ If I claim my own child/children, I will keep a sign-in sheet for each one.
2. \_\_\_\_\_ If I must change my meal times I must put it in writing and bring the change to the Food Program in person. The day the change is turned in, is the day the change will take place.
3. \_\_\_\_\_ All paperwork must be turned in by the 1st working day of the month. Hours of operation are 0730-1630. No paperwork will be accepted after 1630 on the 1st working day. If I can not get my paperwork to the Food Program I can contact my outreach worker or another provider to deliver my paperwork for me.
4. \_\_\_\_\_ After my paperwork is turned in, I understand that it can take 30-60 days before I am issued a check. A check will be delivered by mail to the address that is on my certificate. The Food Program does not issue the check. The Food Program is only responsible for making sure the reimbursement paperwork is done correctly and is sent to the agency that issues the checks.
5. \_\_\_\_\_ I am aware that I must get thermometers for all of my refrigerators and freezers in my house. The one in the refrigerator is to be 40 degrees or colder, and the one in the freezer is to be 0 degrees or colder.

By signing this I understand that I am responsible for all of the above.

Provider Signature \_\_\_\_\_ Date \_\_\_\_\_

Staff Signature \_\_\_\_\_ Date \_\_\_\_\_