

Review Procedures

As a sponsor of the CACFP, 4-C will be conducting a minimum of three unannounced home visits per year to your home. You could receive additional visits from 4-C, the IL State Board of Education as well as other state and federal officials. We will supply you with copies of our Initial Visit, a Site Sheet, Permanent Agreement, a Tiering status letter, all monitoring visits, as well as a Building for the Future brochure (this must be posted for the parents to review). Please keep the required documents, along with the children's enrollments and any necessary child medical forms in your CACFP food program folder and available for our review during home visits.

As a provider of CACFP, you are required to keep records up to date. You are also responsible for notifying 4- C the CACFP sponsoring agency if there are any changes to your mealtimes, contact information, or childcare license. You must also communicate any closures or away from home meals during your regular operating hours to the sponsoring agency. You may do so by calling the 4-C office or your monitor, by emailing or texting your monitor, or by using the calendar in Kidkare. Failure to do so may result in a Serious Deficiency and/or Termination from the program.

Review Procedures Follow Up

1. What is the minimum number of monitoring reviews a home child care provider participating in the CACFP will receive?
2. Can a home childcare provider participating in the CACFP receive additional visits?
3. What should a home childcare provider participating in the CACFP have available for a monitoring review?
4. If a home childcare provider participating in the CACFP needs to change their lunch time from 11:30am to 12:30pm, what should they do?
5. If a home childcare provider participating in the CACFP will not have children in attendance for the day, what should they do?
6. If a home childcare provider will be taking the children in attendance on a fieldtrip and will be away during the scheduled mealtime but still providing meals to the children while away, what should they do?



4-C Community Coordinated Child Care
CACFP Provider Required Annual Training FY2026

Date Completed: _____ **Training Hours:** _____

Training Topics Covered: _____

Provider Number: _____

Provider Name: _____

Location of Training: _____

Provider Signature: _____ **Date:** _____