



**SPONSOR/INSTITUTION  
NAME/ADDRESS/PHONE:**

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**SPONSOR REPRESENTATIVE(S):**

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**Adult Care Food Program  
REVIEW FORM for  
ADULT DAY CARE Sponsoring Organization**  
(For DOEA use only)

\*Indicates questions that are more likely to result in reclaims and/or serious deficiencies if answered NO.

**DATE(S) OF REVIEW:** \_\_\_\_\_

\_\_\_\_\_

**REVIEW TEAM LEADER:**

\_\_\_\_\_

**REVIEW STAFF:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

REVIEW MONTH/YEAR	CONTRACT #	CHECK TYPE OF INSTITUTION				APPROVED MEAL TYPES
		ADULT DAY CARE: <input type="checkbox"/>		DAY MENTAL HEALTH: <input type="checkbox"/>		
PROGRAM ADMINISTRATION		YES	NO	N/A	PROCEDURE MANUAL REFERENCE(S)	COMMENTS
1. The Sponsor Uses and insures centers use current DOEA provided forms or alternate forms approved by the DOEA.					All Chapters	
2. The sponsor has on file and utilizes all pertinent program information and documents from the USDA and DOEA.					Policy Memo Dissemination	
3. The sponsor has written policies and procedures that assign program responsibilities and duties as pertaining to the ACFP.*					58A-6.006(2), F.A.C	
4. The ACFP is directly managed by the sponsor; no portion of the program management is subcontracted.					Section 5.1, 6.1	
5. The sponsor's emergency preparedness plan is sufficient to ensure that providers are reimbursed and disruption of ACFP services is minimized during emergencies.					Chapter 429, Part III & Chapter 58A-6.011, F.A.C.	
6. Copies of all records pertaining to the ACFP in Florida are maintained in an office located within the State of Florida at all times.					Section 5.1, 6.1	
7. All ACFP records are maintained for at least the current fiscal year and the six prior fiscal years.*					Section 5.1, 6.1	
8. All records pertaining to any unresolved audits or reviews are maintained for a minimum of the current fiscal year and six prior fiscal years or until all outstanding issues are resolved.*					Section 5.1, 6.1	
9. Meal types and times approved by the sponsor meet all DOEA requirements. Any exceptions have been approved in writing by DOEA.					Section 3.1	
10. A written individual plan of care is developed and maintained for every functionally impaired participant.					Section 2.5	

<b>PROGRAM ADMINISTRATION (Cont.)</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>PROCEDURE MANUAL REFERENCE(S)</b>	<b>COMMENTS</b>
11. The sponsor submits Change Forms and accompanying documentation when any information changes on the sponsor's application or providers' information form.				Section 3.2, 5.2	
12. Daily point of service meal count only includes ACFP eligible clients.*				Section 8.15	
13. The sponsor receives only ACFP funds for meals claimed.*				Section 6.12	
<b>ELIGIBILITY DETERMINATIONS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>PROCEDURE MANUAL REFERENCE(S)</b>	<b>COMMENTS</b>
14. Each enrolled adult claimed resides in a nonresidential institution.*				Sections 1.2, 2.12	
15. The sponsor ensures that each adult whose meals are claimed for reimbursement is age-eligible to participate in the ACFP. <input type="checkbox"/>				Section 2.5	
16. A disability determination from the Social Security Administration or proof of Medicaid eligibility due to disability is on file for any person eligible for ACFP participation on the basis of a medical disability.				Section 2.5	
17. The sponsor accurately completed the Meal Benefit Income Eligibility Form. (See attached Participant Application & Roster Review form).*				Sections 2.6 10.4	
18. Participant and household income statements and certain other information as required by law or requested by providers are kept confidential by the center/facility.				Section 10.7	
19. Current and complete enrollment forms and daily attendance forms are on file for all adults participating in the ACFP. <input type="checkbox"/>				Sections, 8.14, 8.15, 10.7	
<b>CLAIM REVIEW AND EDITS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>PROCEDURE MANUAL REFERENCE(S)</b>	<b>COMMENTS</b>
20. The sponsor ensures monthly claim information from the center/facility is accurate, the meals claimed are eligible for reimbursement, and that adequate documentation (meal count worksheets, daily attendance sheets, etc.) to support the provider's claim has been submitted.*				Sections 4.6, 4.7, 4.8, 8.6, 9.10	
21. The center/facility cost is not in excess of three months of operating budget				Section 9.6	
22. The Sponsor correctly designates the meal reimbursement.				Sections 4.6	
23. The information on the Point of Service forms is accurate and supports the claim. (See Daily "Point of Service" Meal Count form)				Sections 5.1	
24. The total number of meals for each facility has been accurately compiled. (See attached "Point of Service" Meal Count form).				Sections 9.10, 6.3	
25. Only allowable meals were claimed following the Sponsor review.				Sections 9.16	

<b>CLAIM REVIEW AND EDITS (Cont.)</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>PROCEDURE MANUAL REFERENCE(S)</b>	<b>COMMENTS</b>
26. Claims for reimbursement are received by the 15th of the month following claim month from the center/facility.*				Section 4.3	
27. The sponsor has the one-time exception available for submitting a claim				Sections 4.3	
28. Meal disallowances are issued when there is evidence of noncompliance with ACFP regulations.				Sections 4.3	
29. Revised claims are filed when necessary and within the required time frames.				Sections 9.16	
30. Copies of medical statements are on file for any adult being served special meals that do not meet the ACFP meal pattern requirements.				Section 4.3, 12.4	
<b>CIVIL RIGHTS COMPLIANCE</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>PROCEDURE MANUAL REFERENCE(S)</b>	<b>COMMENTS</b>
31. The sponsor does not discriminate in employment or program participation based on race, age, sex, color, disability, or national origin and has written policies and procedures that ensure compliance with civil rights requirements.*				Sections 5.1 6.1, 9.11	
32. Racial and ethnic data is collected for all enrolled adults in a manner that does not bring attention to the adults. This information is recorded and reported to DOEA as required.*				Sections 5.1, 5.6	
33. The non-discrimination, "And Justice for All" poster, is posted in a prominent place in the center/facility.				Section 5.1 5.7, 5.8, 6.1	
34. Informational materials are provided in the appropriate language concerning the availability and nutritional benefits of the program, as needed.				Sections 5.1, 5.8, 6.8	
35. Civil Rights training records for frontline staff are documented.				Sections 5.10, 6.11	
<b>TRAINING</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>PROCEDURE MANUAL REFERENCE(S)</b>	<b>COMMENTS</b>
36. The sponsor provides mandatory training, which includes all required topics, for all institutions and staff at least annually.*				Sections 6.6	
37. The sponsor's pre-approval process and training for prospective institutions and staff covers all required information.				Sections 6.6	
38. Mandatory training, which includes all required topics, is provided for the sponsor's new ACFP staff upon hire, and for all center/facility ACFP staff at least annually.*				Section 6.6	

MONITORING / OVERSIGHT	YES	NO	N/A	PROCEDURE MANUAL REFERENCE(S)	COMMENTS
39. An adequate number and type of qualified staff are employed to ensure proper operation of the ACFP and to monitor the facilities participating under the sponsorship.*				Section 3.5	
40. Each adult day care has a current AHCA license or contract to administer mental health day services.*				Sections 9.4, 3.2	
41. The sponsor ensures that each facility meets applicable staff to adult ratios.				Section 6.6	
42. The sponsor has an accurate and effective method to schedule and track reviews and follow-up reviews to ensure requirements are met				Section 6.6	
43. The required number of monitoring visits is performed within the required time frames and are not conducted in a predictable manner.*				Section 6.6	
44. The sponsor has conducted the required number of unannounced reviews.				Section 6.6	
45. The sponsor conducts some monitoring reviews on weekends, evenings, and/or holidays for those institutions approved to claim meals during these times.				Section 6.6	
46. The sponsor has conducted monthly edit checks on each center's meal claim to ensure accuracy.				Section 6.1	
47. The sponsor's monitor(s) properly conducted the Five-Day Reconciliation. (The meal counts were completed).				Sections 6.6	
48. The sponsor completed the reconciliation of the facility's meal counts with enrollment and attendance records for five-days using the Five-Day Reconciliation form. (The meal counts were determined accurate).				Sections 6.1, 9.10	
49. Observe meal preparation and meal service to assess the facilities' food safety practices and to ensure that all meal components are served in the proper quantity. (Use Meal Service Review Form)				Sections 7.10, 9.13	
50. Sponsor monitor forms are completed accurately and in their entirety				Section 6.6	
51. Meal disallowances are issued when appropriate and the monitor follows proper disallowance procedures.				Section 9.16	
52. Corrective Action Plans (CAPs) are required when necessary and are submitted to the sponsor in a timely manner. The sponsor ensures that CAPs reflect appropriate actions to correct the deficiency(s) identified.				Sections 6.6	
53. Follow-up reviews are performed when necessary and in a timely manner.*				Sections 6.6	
54. The sponsor utilizes the Serious Deficiency Process as required by DOEA and has a system in place to track the process.*				Sections 9.16, 12.3	

<b>MONITORING / OVERSIGHT (Cont.)</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>PROCEDURE MANUAL REFERENCE(S)</b>	<b>COMMENTS</b>
55. The sponsor maintains copies of all correspondence related to the Serious Deficiency Process and provides DOEA with copies of all such correspondence at each step of the process.				Sections, 9.16	
56. The sponsor's prior programmatic review was without deficiencies/serious deficiencies.				DOEA Internal Check, 9.16	
57. The sponsor's deficiencies/serious deficiencies remain corrected per the CAP submitted to DOEA. There are no repeat findings during review.*				DOEA Internal Check, 9.16	
<b>MEAL SERVICE MONITORING</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>PROCEDURE MANUAL REFERENCE(S)</b>	<b>COMMENTS</b>
58. Dated menus are posted in full view of all participants. Dated facility menus are retained with the monthly records.				F.A.C 58A-6 Section 8.12	
59. The current meal service contract is approved by the ACFP office.				F.A.C 58A-6 Section 8.12	
60. Records indicate meals served meet the ACFP meal pattern.				Sections 7.1, 8.10	
61. Delivery slips for contracted meal service or central kitchen provide accurate and adequate meal production information and are maintained with monthly records.				Sections 5.1, 5.14, 8.7	
62. The ACFP Adult Meal Pattern is being followed on day of review.				Section 9.9	
63. The Monthly Food Service Performance Report was completed for previous month.				Sections 5.1, 5.14, 8.6	
64. Accurate daily menu production records with temperatures are maintained for self-prep meal service.				Sections 11.2, 12.3	
<b>FINANCIAL MANAGEMENT</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>PROCEDURE MANUAL REFERENCE(S)</b>	<b>COMMENTS</b>
65. The sponsor has a financial system with management controls (i.e., policies that govern administrative/operational budgets, costing/procurement standards, revenue/property management, expense/asset tracking systems, and fiscal audit systems) in order to ensure fiscal integrity and accountability.*				Sections 8.2, 9.12	
66. Internal controls have been established to safeguard assets from loss or misappropriation and ensure that financial transactions are executed in accordance with management's general or specific authorization. (See attached Internal Controls Worksheet).*				Section 9.12	
67. The sponsor's internal control system includes an adequate separation of duties regarding the authorization and processing of financial transactions.				Section 9.12	
68. The sponsor follows DOEA prescribed internal controls for the receipt and disbursement of ACFP funds.				Section 9.12	

