

Name of Center:

Date of the Review:

FORMS TO BE POSTED, FILED AND/OR DISTRIBUTED

- “Justice for All” Poster** (Posted in the front & A copy in your Centers enrollment packet)
- Building for the Future** (Posted in the front & A copy in your Centers enrollment packet)
- WIC Information current year** Posted in the front & A copy in your Centers enrollment packet)
- HOUSEHOLD LETTER** is distributed with all Income Eligibility Forms
- Racial Ethnic Data Collection** (Must have a form on file at your center)
- Center **MUST** have completed & Signed copies of ALL Monitoring Forms on File.

MEALS/COUNT/ RECORD KEEPING

- Posted Menu correspond to the meals served
- All updated and current RPEP Inc forms.
- All components for each meal served are **CREDITABLE** with correct portion sizes
- Point of Service is recorded on the Minute Menu form at EACH MEAL for Only Present participants
- Center **MUST** serve **1% or skim Milk** to all participants 2 years and older
- IES/Enrollment form on file and update to date for all enrolled participants
- Sign in and Out forms/Attendance are recorded DAILY and match POS
- Receipts and supporting documentation is available to support Not for Profit Food Program Operation.

FOOD HANDLING/SANITATION AND FOOD STORAGE

- Thermometers is in ALL refrigerators and freezer in the Daycare Center
- Refrig. is kept at **40 degrees** or below and freezer is **zero (0) degrees** or below
- Meals are COVERED (with plastic or aluminum foil) from kitchen to classroom
- Leftovers and opened packages are properly covered/sealed, labeled & DATED
- Dished Sanitized correctly (using Bleach)
- Trash Containers are covered
- Food Stored 6 inches above the floor
- Center is free of rodent or insect infestation

A copy of the Centers Review form for this day was provided to the Center
Center Rep Initial _____ RPEP Representative Initials _____

I verify that the reviewer checked, discussed and provided technical assistance when needed, in all the area above.

Reviewer Signature

Date

Center Representative's Signature

Date