

# PRE-APPROVAL TRAINING CHECKLIST FOR DAY-CARE HOME PROVIDERS

Sponsoring Organization: \_\_\_\_\_ Date: \_\_\_\_\_

Provider: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_

The checklist is to assist the sponsoring organization in the pre-approval training for each provider. The training is to be conducted in the provider's home. It is the responsibility of the sponsor to train each provider until he/she understands and/or completes the requirement of all the items listed before the request for approval to participate in the Child and Adult Care Food Program is submitted by the sponsoring organization to the South Carolina Department of Social Services. After the training has been completed by the sponsoring organization representative, the provider and sponsor representative should date and sign on the appropriate line.

- 1. Current registration or license
- 2. Explanation of Child and Adult Care Food Program as defined by:
  - a. Federal Regulation 7 CFR, Part 226 (include purpose and goals of program)
  - b. South Carolina Department of Social Services policies
  - c. Sponsoring organizational requirements
- 3. Application for Participation for Day-Care Homes (DSS Form 1606)
- 4. Enrollment application (for parents to complete for children in care)
- 5. Alternate approval procedures (if registered home)
- 6. Alternate approval checklist and standards (if registered home)
- 7. Agreement between sponsoring organization and day-care home (form requires signature and date when completed)
- 8. Application for free and reduced-price meals (form requires signature and date when completed)
- 9. Minimum meal requirements (use Food Chart)
- 10. Creditable meals and snacks for children
- 11. Child and Adult Care Food Programs Menu Form (infant and 1 - 12-year-olds)
- 12. Attendance and Meal Count Record
- 13. Monitoring Review Form and required visits
- 14. Training requirements (dates, topics and locations)
- 15. Nondiscrimination, Title VI of Civil Rights Act of 1964
- 16. Copy of current Meal Reimbursement Rates

Pre-approval training was conducted in my home by a representative from the sponsoring organization. The sponsoring organization's representative reviewed and explained: (1) Child and Adult Care Food Program regulations, according to 7 CFR, Part 226; (2) South Carolina Department of Social Services policies; (3) sponsoring organization requirements and (4) provider responsibilities. I agree to maintain all required forms and records and comply with all regulations.

\_\_\_\_\_  
Provider's Signature

\_\_\_\_\_  
Date

I understand that as a prerequisite to approval to participate in the Child and Adult Care Food Program I have provided training to the provider on the following: (1) Child and Adult Care Food Program rules and regulations, according to 7 CFR, Part 226; (2) South Carolina Department of Social Services policies; (3) sponsoring organization requirements and (4) provider responsibilities. Training was conducted in the provider's home. I found conditions in the home to be acceptable for participation in the Child and Adult Care Food Program. I have given the above provider all required forms and explained each item above.

\_\_\_\_\_  
Sponsor Representative's Signature

\_\_\_\_\_  
Date