

## **E-ALERT**

**From:**  
**To:**  
**Subject:** E-ALERT: USDA Review  
**Date:** Friday, March 23, 2018 11:11:02 AM  
**Attachments:** [USDA CACFP At A Glance Final CP.doc](#)  
**Importance:** High

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### **ATTENTION: For all sites with meals on the PSESD USDA Child & Adult Care Food Program Contract**

Dear Teachers, Family Support and Center Directors enrolled in the PSESD USDA Meal Program:

USDA reviewers (from OSPI) will be visiting sites in the next couple of months. They may be coming to you next.

Please welcome the reviewer to your site if they arrive AND, in preparation, ensure the following items are in place:

- Ensure Food Workers Cards for all who may be involved in foodservice are **POSTED** and **CURRENT**.
- Take attendance daily at the start of class and meal count at the table after foods have been passed twice or each child has received their full portion.
- Check your attendance forms to make sure there are no blank spaces from previous days (no back tracking to record past meals). All meals that are not recorded at the time of service will become **disallowed** meals.
- Keep two weeks of Attendance/Meal Count forms readily accessible within the classroom for all classes. The reviewer may ask to see them.
- Milk Substitution Forms and Health Care Provider Statements/Child Health Plans for Food Allergies will be asked for by the reviewer. Be ready to provide them.

For a more complete list of how to be prepared, please see the attached document (also will be available in the April Connector).

Thank you very much for helping to make our USDA Review a success!

If you have questions, need assistance in preparation or aren't sure if you have

any meals on PSESD's contract—please contact your Health/Nutrition/Safety Coach or myself.

Sincerely,  
Cheryl Polasek

Cheryl Polasek, RD, CD | Program Manager-Health, Nutrition & Safety  
Early Learning, Learning Teaching & Family Support

Puget Sound Educational Service District  
800 Oakesdale Ave. SW | Renton, WA 98057  
P: (425) 917-7883 | (800) 664-454 | TTY: (425) 917-7833  
CELL: (253) 988-8173  
[www.psesd.org](http://www.psesd.org) | [www.earlylearningwa.org](http://www.earlylearningwa.org)



**DISTRIBUTION:**

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1EC – FSS King  
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1EC – T King  
1EC – T Pierce  
4HS – Center Coordinators  
4HS – Center Directors (FD)  
4HS – Center Directors (PD)  
4HS – FA King  
4HS – FA Pierce  
4HS – FSS King  
4HS – FSS Pierce  
4HS – Site Supervisor  
4HS – T King  
4HS – T Pierce