



CCFP INSTITUTION REVIEW

Date: 01/14/2025

REVIEW SUMMARY

Organization Name: **LINDSEY HOPKINS CHILDCARE CENTER**
Type of Site: **Independent**
Authorization Number: **790**
Site/Facility Address: **750 N.W. 20TH ST.**
MIAMI, FL 33127-4618
Claim Month: **November, 2024**

Review Date: **01/14/2025**
Arrival Time: **09:29 AM EST**
Departure Date: **01/14/2025**
Departure Time: **11:30 AM EST**
Fiscal Year: **2025**
Meal Observed: **Lunch**
Meals Approved to Claim: **Breakfast, Lunch, Afternoon Snack**

DCF License or Religious Accreditation Info:

License #: **C11MD0024**

Capacity: **68**

Exp Date: **05/07/2025**

Overall Review Comments:

No issues of Non-compliance found at the time of review. All supporting documents were available immediately upon request. Center was commended on organizational skills. Great Job!

REVIEW QUESTIONS

RECORD KEEPING/ELIGIBILITY REQUIREMENTS

1. The site has a current license/permit/certificate and operates within its licensed capacity, age limits, and staff/child ratios. **226.6, 65C-22.008** Compliance

2. The site's current license/permit/certificate allows for operation of food service. **226.6** Compliance

Date of Last Inspection:

11/22/2024

3. The site has an up-to-date and accurate enrollment roster on file at the site. **226.6** Compliance

4. Completed and correctly approved Free and Reduced-Price applications are on file at the center. If center has Head Start children enrolled, proof of Head Start enrollment documentation is on file. **226.23** Compliance

5. Current, complete, and accurate Enrollment Forms and Child Participation Forms are on file for every child. **226.6** Compliance

6. The site is taking daily attendance and attendance records are accurately maintained for all enrolled children. **226.15** Compliance

7. The contractor or provider retains ALL program records, including signed contracts and agreements, for the current fiscal year plus the prior five years (or number of years on program if less than five years). **226.1** Compliance

8. The site only claims meals served to children that meet program age requirements. **226.6** Compliance

26. Food served is unspoiled and wholesome.

Compliance

27. Race and ethnicity data are collected.

Compliance

28. 5 Day Test Chart

Meal Count on the Day of Review: 9

01/13/2025	01/10/2025	01/09/2025	01/08/2025	01/07/2025
7	5	7	8	6

Total: 33

Average: 6.60

Average x .85: 6

29. Is the number of meals served on the day of the review equal to or greater than 85% of the average?
If an adequate explanation was made, mark YES to question above.

Compliance

30. Site "passed" 5-Day Test.

Compliance

31. If applicable, parent notes and/or medical statements are maintained on file authorizing menu substitutions.

Compliance

32. Meals eaten away from the site and claimed for reimbursement adhere to all CCFP meal requirements.

Not Applicable

Comments:

All meals served on-site

33. All meals for CURRENT review month are eligible for reimbursement.

Compliance

TRAINING

34. Program staff have been adequately trained on CCFP requirements. **226.17; 226.16**

Compliance

CIVIL RIGHTS

35. The organization allows equal access to its site and provides meals regardless of race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. **226.6**

Compliance

36. The organization collects racial/ethnic data for enrolled children at the site annually and keeps this information on file for the required time period. **226.6; FNS Instruction 113-1**

Compliance

37. The organization announces publicly that admission is open to all regardless of race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. **226.23; FNS Instruction 113-1**

Compliance

38. The "And Justice for All" non-discrimination poster is posted in a conspicuous place. **FNS Instruction 113-1**

Compliance

39. Informational materials are provided in the appropriate translation concerning the availability and nutritional benefits of the program, if requested. **FNS Instruction 113-1**

Compliance

Licensed Capacity (Per Claim)	Total # Enrolled (Per Claim)	Highest Meal/Snack Count (Per Claim)	# of Children in Attendance Records (Verified)	Total # Enrolled (Verified)
68	9	8	9	9

53. Claim Edits Passed.

Compliance

54. The number of free, reduced, and non-needy children claimed is accurate.

Compliance

CATERED CONTRACT REVIEW

Caterer Name: EXQUISITE CATERING **Claim Month/Year:** November, 2024

Contract Type: Contractor/Site with own Contract **Contract type options:** 1st year Renewal Contract

Catered Meal Service Observation

A. The food is delivered at the time specified on Attachment 6 (Delivery Schedule). Delivery cannot occur more than three hours prior to beginning of hot meal service.

Compliance

B. Thermal transport containers and overlay (top) have an airtight closure and an adequate number are provided at drop off.

Compliance

C. Containers are closed and sealed upon delivery.

Compliance

D. The delivery ticket shows the name of Institution or facility and includes the printed name and signature of the individual making the delivery and the printed name and signature of the Institution's or facility's representative accepting delivery.

Compliance

E. The delivery ticket includes the caterers name, address; production date, delivery date and time of delivery and is typed or printed in ink on company letterhead.

Compliance

F. The Delivery ticket shows an itemization of the number of meals of each meal type, the individual meal components and food item, serving size and number of portions by age group (i.e., ages 1-5 and 6-18; portions for ages 1-5 based on meal pattern portion sizes for ages 3-5).

Compliance

G. Contractor/site staff verifies number of meals ordered and menu items.

Compliance

H. Contractor/site staff verifies temperature of delivered food is within local licensing required ranges.

Compliance

I. Contractor/site staff utilize Catered Meal Service Deficiency Reports and reject the entire meal type if deficient according to the terms and conditions of the contract.

Compliance

J. Contractor/site staff notify the Department within twenty-four hours if the deficiency involves potentially hazardous food using the Catered Meal Service Deficiency Report.

Compliance

K. Caterer and/or contractor/site did not make any unauthorized menu substitutions.

Compliance

L. The menu is one of the State cycle menus or other headquarters approved menu for current FFY.

Compliance


M. The menu posted and the one delivered matches the menu included within the catering contract.

Compliance

SIGNATURES


FINANCIAL MANAGEMENT SECTION

Sponsor or Site Representative



Ileana Trujillo | 01/14/2025

DOH Representative



JESSY RIGAUD | 01/14/2025

1700 LINCOLN PARKING GARAGE CENTER 01/17/2020

NOTE: In accordance with 7 CFR 226.6(k)(9), the state agency **must limit the administrative review to a review of written submissions (no in-person hearing)** in the following cases:

- The information submitted on the application is false;
- The institution or one of its principals is on the National Disqualified List;
- The institution or one of its principals has been declared to be ineligible for another publicly funded Program during the prior seven years; or
- The institution or one of its principals has been convicted of an activity in the past seven years that indicated a lack of business integrity.

If the request for administrative review is received by the Agency Clerk within 15 days of receipt of this Notice:

1. The Agency Clerk will review the request to determine substantial compliance with Department of Health's requirements as set forth in sections (1) through (5), will acknowledge receipt of the request within 10 days. If the request is in substantial compliance, the Agency Clerk will grant the request and appoint an administrative review official (ARO).
2. The institution and the responsible principals and responsible individuals may retain legal counsel, or may be represented by another person.
3. Any information on which the Department's action was based must be available to the institution and the responsible principals and responsible individuals for inspection from the date of receipt of the request for an administrative review.
4. The institution and the responsible principals and responsible individuals may refute the findings contained in the notice of action in person or by submitting written documentation to the ARO. In order to be considered, written documentation must be submitted to the ARO not later than 30 days after receipt of the notice of action.
5. An in-person hearing will be held in addition to or instead of a review of documents **only if the contractor or a named individual request an in-person hearing when requesting administrative review within 15 days of receipt of this letter and the request meets the requirements for an inperson hearing.** If the institution's representative, or the responsible principals or responsible individuals or their representative, fail to appear at a scheduled hearing, they waive the right of a personal appearance before the ARO, unless the ARO agrees to reschedule the hearing. A representative of the CCFP must be allowed to attend the hearing to respond to the testimony of the institution and the responsible principals and responsible individuals and to answer questions posed by the ARO. If a hearing is requested, the institution, the responsible principals and responsible individuals, and the CCFP must be provided with at least 10 days advance notice of the time and place of the hearing.
6. The ARO must be independent and impartial. This means that, although the ARO may be an employee of the Department of Health, he/she must not have been involved in the action that is the subject of the administrative review, or have a direct personal or financial interest in the outcome of the administrative review. The institution and the responsible principals and responsible individuals must be permitted to contact the ARO directly if they so desire.
7. The ARO must make a determination based solely on the information provided by the CCFP, the institution, and the responsible principals and responsible individuals, and based on Federal and State laws, regulations, policies, and procedures governing the CCFP.
8. The administrative review official must issue a decision to the CCFP, the institution's executive director and chairman of the board of directors, and the responsible principals and responsible individuals within 60 days of the Agency Clerk's receipt of a written request for administrative review. The 60 days will begin to run when the Agency Clerk receives a written request that is in substantial compliance with paragraphs (1) through (5) of this section.
9. The contractor may continue to participate and receive program reimbursement for eligible meals served and allowable costs incurred until the administrative review is completed.
10. The ARO's determination is the Department's Final Order and is the final administrative determination to be afforded to the contractor and responsible principals and individuals by the Department of Health.