

# Review Documents Checklist Child and Adult Care Food Program (CACFP) Child Care Institution Component

Federal Fiscal Year (FFY) 2025 (October 1, 2024 – September 30, 2025)

Have the following documents ready for the DPI Consultant on the day of the review

Preparation for an onsite review will help ensure Program requirements are being met and help result in a successful review. Review this checklist. Organize records and have them available for the consultant prior to arrival.

## CACFP Enrollment Records for current FFY 2025



- Household Size-Income Record (HSIR)** for October 2024 – most recently submitted claim month
- Household Size-Income Statements (HSIS)** for each child counted as Free or Reduced on monthly claims from October 2024 through most recently submitted claim month.
  - Organize HSIS alphabetically, last name first, or in the same order as the children are listed on the HSIR
- Documentation for Head Start children**, if applicable (one of the following):
  - Copy of approved Head Start application for each child
  - Statement of enrollment in a Head Start Program from Head Start
  - List of names of Head Start participants and a certification statement that they are currently enrolled in a Head Start Program (signed by a Head Start employee authorized to provide certification)
- CACFP Enrollment Forms** for each child enrolled in the center (if applicable, see Guidance Memorandum 6)
- Daily Attendance Records** (ex. sign in/sign out sheets, daily tracking records, etc.) for the claim month identified in the review announcement email.



## Monthly Claim Records for current FFY 2025

- Menus**, including any written substitutions made during the month
- Meal Production Records** for all meals claimed
  - Vended Meals:** Agencies that purchase meals from a vendor must show they are receiving the required quantities of food (ex. delivery records, production records)
- Infant Meal Records** for infant meals claimed (**NEW FORM**)
- Time-of-Service Meal Count Records**
- Sponsoring Organizations Only** (agencies with more than one site): Documentation that the two required claim edit checks are completed each month

## Meal Support Documentation

- Product Information** (package, or picture/copy of product package including the name of item, Nutrition Facts Label, and Ingredients, or Product Formulation Statement (PFS)) for the following items:
  - Breakfast cereal
  - Whole grain-rich foods
  - Yogurt
  - Tofu
- Child Nutrition (CN) labels or Product Formulation Statements (PFS)** for store-bought combination foods (e.g., chicken nuggets, fish sticks, ravioli) and processed meat/meat alternates (e.g., meatballs, Salisbury steak)
- Recipes** for foods prepared from scratch / homemade items





# Financial Records for FFY 2025 and FFY 2024 CACFP Financial Report Documentation

- For the months identified in the review announcement email have the following:
  - Record of monthly CACFP expenses (e.g., DPI General Ledger, report from accounting software)
  - Dated, itemized receipts/invoices for all CACFP food & non-food/kitchen supply purchases
  - Documentation of hours and salary of staff performing CACFP work who are paid with CACFP reimbursement (e.g., food service staff, CACFP administrative staff)
  - Documentation of foods donated to agency (e.g., list of foods donated, donation date)
  - Bank statement for account that CACFP funds are deposited in
- Documentation supporting the figures on the Financial Report(s) submitted to DPI:
  - FFY 2024 Annual CACFP Financial Report (independent agency) or
  - FFY 2024 Quarterly CACFP Financial Report(s) (sponsoring organization)
- School Food Authority (SFA) Only: Report showing the use of Fund 50, Project Code 551 to track all CACFP revenue and expenses

## Civil Rights

- And Justice for All poster is posted at the administrative office and at each site
- Building for the Future flier is completed and posted at each site or is distributed to all families
- Race and Ethnicity Data Form completed for each site
- Center policies and Program Handbook include USDA Nondiscrimination Statement when USDA/CACFP is mentioned
- Documentation of annual Civil Rights Training (resources used, date, attendance list)



## Other CACFP Records

- CACFP Special Dietary Needs Tracking Form and corresponding attachments:
  - Medical statement for children whose meals are claimed, but do not meet the required CACFP meal pattern due to a disability
  - Written statement from family for non-disability special dietary need requests
- WIC Fact Sheet or information about WIC is posted
- Program enrollment packet and Program Handbook given to families of newly enrolling children and infants
- Vendor Agreement (if contracting for meals from an outside source)
- Nonprofit agency and any for profit agency required to have a governing board: Minutes of the most recent board meeting at which the CACFP was discussed



## Additional Sponsor Records (agencies with more than one site participating on CACFP)

- Site Monitoring Documentation for FFY 2024 and FFY 2025 (to date) for each site participating on the Program:
  - Pre-Operational Visit form for sites that are new to the CACFP, moved to a new location, or that were closed for more than one month
  - First four-week review for new sites and sites that move locations
  - Review forms for all sites
- Documentation of annual CACFP training of key staff: Dated training agendas, staff attendance sheets, and information covered



## Miscellaneous

- A workspace for the consultant who will conduct the review
- A list of questions/concerns you may have about the CACFP