

## Community Nutrition Programs

### CHILD AND ADULT CARE FOOD PROGRAM Adult Care Component

#### Listing of Required Documentation

The following is a list of forms that each agency is required to complete and keep on file. All CACFP documentation must be retained on site for three years plus the current year of operation. Please note that this list may not be all inclusive.

#### Complete ONLY upon initial participation in the CACFP

- View the webcasts and complete the self study questions
- Contact at least 2 of the minority and grassroots organizations listed for your county (use DPI prototype letter in the previsit binder)
- Post the “And Justice For All” poster in a place visible to the public

#### Distribute to all current households and include in enrollment packets

- Household Size-Income Statement and Household Letter (Guidance Memo #1A)

#### Complete Annually

- Send the News Media Release to a local news media outlet (Guidance Memo #8A)
  - Keep a copy of the form on file stating where and when it was sent
- Complete the *Racial/Ethnic Data Form* and keep on file (Guidance Memo #8A)
- Complete Civil Rights training; all staff who interact with clients must complete. (Guidance Memo #8A) Keep documentation of training on file. (Guidance Memo #9A)

#### Update Annually

- Household Size-Income Statement and Household Letter for enrolled eligible participants (Guidance Memo #1A); Change to new forms each year on July 1
- On-line Application/Agreement-Renewal

#### Complete Monthly and keep on file

- Household Size-Income Record (Guidance Memo #1A)
- Reimbursement Claim (Submit On-line<sup>1</sup>) (Guidance Memo #3A)
- Dated Menus reflecting meal/component changes (if applicable)
- Expense and Income Records

#### Complete Daily and keep on file with claim records for the month (Guidance Memorandum #9A)

- Production Records
- Time of Service Meal Counts
- Daily Attendance Records

#### Non-Profit Food Service Financial Report (Guidance Memorandum #11)

All independent centers (PI-1463) - submit annually (due November 1)

All sponsoring organizations (PI-1463-A) – submit quarterly (due Mar 1, June 1, Sept 1, Dec 1)

<sup>1</sup> Private non-profit and public agencies may submit the monthly CACFP claim electronically using the DPI Internet site.