

CACFP REQUIRED DOCUMENTS CHECKLIST

Retain all CACFP records and completed forms on site for 3 years plus the current Federal Fiscal Year (October 1 – September 30).

RESOURCES	ABBREVIATION KEY							
<p>Guidance Memorandums (GM): Forms applicable to each program are listed on the respective GM webpage. Bookmark GM webpage. Review updates when sent from DPI.</p> <p>Online Training: The following courses include lessons on CACFP requirements. The applicable lesson is listed in the <i>Location/Training</i> column or next to the section title:</p> <p>E-Learning for CC, OSHC, ES E-Learning for AR E-Learning for ADC</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">CC: Child Care</td> <td style="width: 33%;">HS: Head Start</td> <td style="width: 33%;">OS: Outside of School Hours Care</td> </tr> <tr> <td>AR: At Risk</td> <td>ES: Emergency Shelter</td> <td>ADC: Adult Day Care</td> </tr> </table>	CC: Child Care	HS: Head Start	OS: Outside of School Hours Care	AR: At Risk	ES: Emergency Shelter	ADC: Adult Day Care	<p style="text-align: center;">An X under each column indicates the form / requirement applies to that component of the CACFP. <i>This checklist may not be all-inclusive.</i></p> <p style="text-align: center;">Frequency of completing requirement is listed under Due Date</p>
CC: Child Care	HS: Head Start	OS: Outside of School Hours Care						
AR: At Risk	ES: Emergency Shelter	ADC: Adult Day Care						

Form	Requirement(s)	Location/Training	CC	HS	OS	AR	ES	ADC	Due Date
ENROLLMENT RECORDS									
<i>Household Size Income Statement (HSIS)</i>	<ul style="list-style-type: none"> Distribute to all households Must be on file for all participants claimed free/reduced Valid for one year. Update annually (usually Sept or Oct) 	GM 1 <i>HSIS Lesson</i>	X		X			X	Annually
<i>Household Letter</i>	Distribute with HSIS	GM 1 <i>HSIS Lesson</i>	X		X			X	Annually
<i>Documentation of Head Start Children</i>	Applicable if site is a Head Start or has Head Start children enrolled in wrap around care	GM 1 <i>HSIS Lesson</i>	X	X	X				Annually
<i>Household Size Income Record (HSIR)</i>	<ul style="list-style-type: none"> List enrolled participants as N/R/F based on HSIS Complete monthly based on CACFP enrollment policy 	GM 1 <i>HSIR Lesson</i>	X		X			X	Monthly Start new HSIR in October
<i>CACFP Enrollment Form</i>	Collect enrollment information (normal days, hours, meals)	GM 6	X	X					Annually
<i>List of eligible children</i>	Participant's name, date of birth, and dates of residency	GM 6					X		Daily/Monthly
<i>Attendance Records</i>	Maintain daily records of attendance	GM 9	X	X	X	X		X	Daily
MEAL PLANNING AND DOCUMENTATION									
<i>Menus</i>	<ul style="list-style-type: none"> Daily & dated with substitutions for each meal service List WGR, cereal names, milk type by age, & specific FVs 	GM 12 <i>Meal Pattern Lesson</i>	X	X	X	X	X	X	Daily/Monthly
<i>Production Records</i>	Document specific foods and quantity of food prepared for each approved meal/snack	GM 12 <i>Production Record Lesson</i>	X	X	X	X		X	Daily/Monthly
<i>Special Dietary Needs (SDN) Support Documents</i>	<ul style="list-style-type: none"> Medical statement for meals not meeting meal pattern Family statement for non-disability SDN requests Complete SDN Tracking Form for each participant accommodated for disability or non-disability request 	GM 12 <i>Special Dietary Needs Lesson</i>	X	X	X	X	X	X	Ongoing
<i>Product Package Information</i>	Keep on file for cereal, whole grain rich, yogurt, and tofu	GM 12 <i>Meal Pattern Lesson</i>	X	X	X	X	X	X	Ongoing
<i>Child Nutrition Labels & Product Formulation Statements</i>	Keep on file for store bought combination foods (i.e. chicken nuggets, pizza, meatballs, fish sticks, corn dogs)	GM 12 <i>Meal Pattern Lesson</i>	X	X	X	X	X	X	Ongoing
<i>Meal Count Records</i>	Record meal counts at the time of service (after a reimbursable meal has been served)	GM 9 <i>Meal Count Lesson</i>	X	X	X	X	X	X	Daily / Compile Monthly
VENDED MEALS (Agencies purchasing meals from an outside source)									
<i>Vendor Agreement</i>	Execute agreement between facility and vendor	GM 4	X	X	X	X	X	X	Annually
<i>Vended Meals</i>	Obtain delivery records or production records from vendor showing required quantities of food	GM 4	X	X	X	X	X	X	Daily

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Form	Requirement(s)	Location/Training	CC	HS	OS	AR	ES	ADC	Due Date
INFANT MEALS Lessons: <i>Infant Meal Pattern, Creditable CACFP Infant Foods, Infant Recordkeeping Requirements</i>									
<i>Infant Meal Forms</i>	<ul style="list-style-type: none"> Record meal counts for infants at the time of service (after a reimbursable meal has been served) Complete one form for each infant each month 	GM 12	X	X	X		X		Daily / Compile Monthly
<i>Infant Meal Pattern and Infant Menu</i>	Post in visible location or distribute to families	GM 12	X	X	X		X		Ongoing
CIVIL RIGHTS (Required for each site) Lesson: <i>Civil Rights Requirements</i>									
<i>And Justice for All Poster</i>	<ul style="list-style-type: none"> Post in visible location at each site Post at admin office (if different than site) 	GM 8	X	X	X	X	X	X	Ongoing
<i>Building for the Future Flier</i>	Post in visible location or distribute	GM 8	X	X	X	X	X		Ongoing
<i>CACFP Information Sheet</i>	Post in visible location or distribute	GM 8						X	Ongoing
<i>Racial/Ethnic Data Form</i>	Complete for each site	GM 8	X	X	X	X	X	X	Annually
<i>Nondiscrimination statement (NDS)</i>	Include NDS and complaint filing procedures where CACFP or USDA referenced (<i>Center Policies/Handbook, Website</i>)	GM 8	X	X	X	X	X	X	Ongoing
<i>Civil Rights Training</i>	<ul style="list-style-type: none"> Complete with current staff and new staff when hired Record date, attendees, and keep copies of resources 	GM 8	X	X	X	X	X	X	Annually
FINANCIAL Lessons: <i>Financial Management, Annual Financial Report: Independent Centers OR Quarterly Financial Report: Sponsoring Organizations</i>									
<i>Receipts/Invoices</i>	<ul style="list-style-type: none"> Dated, itemized receipts for food, kitchen supplies Identify costs on receipts and take out unallowable costs 	GM 11	X	X	X	X	X	X	Monthly
<i>Food Donations/ Farmers Market</i>	<ul style="list-style-type: none"> Record food donations (e.g. list of foods donated, date, etc.) Farmer's market purchases (e.g. date, list of foods, cost, etc.) 	GM 11	X	X	X	X	X	X	As Needed / Monthly
<i>Record of Monthly CACFP Expenses</i>	Track CACFP expenses and income (<i>DPI General Ledger, report from accounting software, etc.</i>)	GM 11	X	X	X	X	X	X	Monthly
<i>Labor Time Sheets</i>	Complete for employees not 100% CACFP showing time spent on CACFP tasks	GM 11	X	X	X	X	X	X	Daily
<i>Payroll Records</i>	Documentation for employees whose wages are paid with CACFP reimbursement	GM 11	X	X	X	X	X	X	Monthly
<i>Financial Reports</i>	Independent Centers	GM 11	X	X	X	X	X	X	Annually (November 1)
	Sponsoring Organizations								Quarterly Mar 1, June 1, Sept 1, Dec 1
OTHER RECORDS									
<i>WIC Fact Sheet</i>	Post in visible location or distribute	GM 9 <i>Civil Rights Lesson</i>	X	X					Annually
<i>Online Contract</i>	Renew each October and update as needed	GM 9	X	X	X	X	X	X	Annually & with changes
<i>Board Meeting Minutes</i>	Discuss CACFP annually and document in meeting minutes	GM 9	X	X	X	X	X	X	Annually
SPONSORING ORGANIZATION RECORDS (Agencies with More Than One Site)									
<i>Monitoring</i>	Pre-op visits: new sites, sites closed 1+ mo, sites that move	GM 5 <i>Monitoring Lesson</i>	X	X	X	X	X	X	As Required
	Monitoring visits at each sponsored site								3 X/year or As Required
<i>Training</i>	Train current staff at each site on required CACFP topics	GM 5 <i>Training Lesson</i>	X	X	X	X	X	X	Annually
	Train new CACFP staff during orientation								
<i>Claim Edit Checks</i>	Complete and document required edit checks monthly, for each site prior to submitting the claim	GM 5 <i>Edit Checks Lesson</i>	X	X	X	X	X	X	Monthly