

## 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><a href="#">Guidance Memorandums (GM)</a>: Forms applicable to each program are listed on the respective GM webpage. Bookmark GM webpage. Review updates when sent from DPI.</p> <p><b>Online Training</b>: 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><a href="#">E-Learning for CC, OSHC, ES</a>      <a href="#">E-Learning for AR</a>      <a href="#">E-Learning for ADC</a></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>An X under each column indicates the forms / requirements that apply to that component of the CACFP. <i>This checklist may not be all-inclusive.</i></p> <p>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
<b>ENROLLMENT RECORDS</b>									
<i>Household Size Income Statement (HSIS)</i>	<ul style="list-style-type: none"> <li>Distribute to all households</li> <li>Must be on file for all participants claimed free/reduced</li> <li>Valid for one year. Collect new forms annually (Sept/Oct)</li> </ul>	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"> <li>List enrolled participants as N/R/F based on HSIS</li> <li>Complete monthly based on CACFP enrollment policy</li> </ul>	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
<b>MEAL PLANNING AND DOCUMENTATION</b>									
<i>Menus</i>	<ul style="list-style-type: none"> <li>Daily &amp; dated with substitutions for each meal service</li> <li>List WGR, cereal names, milk type by age, &amp; specific FVs</li> </ul>	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"> <li>Medical statement for meals not meeting meal pattern</li> <li>Family statement for non-disability SDN requests</li> <li>Complete SDN Tracking Form for each participant accommodated for disability or non-disability request</li> </ul>	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 &amp; 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
<b>VENDED MEALS (Agencies purchasing meals from an outside source)</b>									
<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
<b>INFANT MEALS</b> Lessons: <i>Infant Meal Pattern, Creditable CACFP Infant Foods, Infant Recordkeeping Requirements</i>									
<b>Infant Meal Forms</b>	<ul style="list-style-type: none"> <li>Record meal counts for infants at the time of service (after a reimbursable meal has been served)</li> <li>Complete one form for each infant each month</li> </ul>	GM 12	X	X	X		X		Daily / Compile Monthly
<b>Infant Meal Pattern and Infant Menu</b>	Post in visible location or distribute to families	GM 12	X	X	X		X		Ongoing
<b>CIVIL RIGHTS (Required for each site)</b> Lesson: <i>Civil Rights Requirements</i>									
<b>And Justice for All Poster</b>	<ul style="list-style-type: none"> <li>Post in visible location at each site</li> <li>Post at admin office (if different than site)</li> </ul>	GM 8	X	X	X	X	X	X	Ongoing
<b>Building for the Future Flier</b>	Post in visible location or distribute	GM 8	X	X	X	X	X		Ongoing
<b>CACFP Information Sheet</b>	Post in visible location or distribute	GM 8						X	Ongoing
<b>Racial/Ethnic Data Form</b>	Complete for each site	GM 8	X	X	X	X	X	X	Annually
<b>Nondiscrimination statement (NDS)</b>	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
<b>Civil Rights Training</b>	<ul style="list-style-type: none"> <li>Complete with current staff and new staff when hired</li> <li>Record date, attendees, and keep copies of resources</li> </ul>	GM 8	X	X	X	X	X	X	Annually
<b>FINANCIAL</b> Lessons: <i>Financial Management, Annual Financial Report: Independent Centers OR Quarterly Financial Report: Sponsoring Organizations</i>									
<b>Receipts/Invoices</b>	<ul style="list-style-type: none"> <li>Dated, itemized receipts for food, kitchen supplies</li> <li>Identify costs on receipts and take out unallowable costs</li> </ul>	GM 11	X	X	X	X	X	X	Monthly
<b>Food Donations/ Farmers Market</b>	<ul style="list-style-type: none"> <li>Record food donations (e.g. list of foods donated, date, etc.)</li> <li>Farmer's market purchases (e.g. date, list of foods, cost, etc.)</li> </ul>	GM 11	X	X	X	X	X	X	As Needed / Monthly
<b>Record of Monthly CACFP Expenses</b>	Track CACFP expenses and income ( <i>DPI General Ledger, report from accounting software, etc.</i> )	GM 11	X	X	X	X	X	X	Monthly
<b>Labor Time Sheets</b>	Complete for employees not 100% CACFP showing time spent on CACFP tasks	GM 11	X	X	X	X	X	X	Daily
<b>Payroll Records</b>	Documentation for employees whose wages are paid with CACFP reimbursement	GM 11	X	X	X	X	X	X	Monthly
<b>Financial Reports</b>	Independent Centers	GM 11	X	X	X	X	X	X	Annually (November 1)
	Sponsoring Organizations								Quarterly Mar 1, June 1, Sept 1, Dec 1
<b>OTHER RECORDS</b>									
<b>WIC Fact Sheet</b>	Post in visible location or distribute	GM 9 <i>Civil Rights Lesson</i>	X	X					Annually
<b>Online Contract</b>	Renew each October and update as needed	GM 9	X	X	X	X	X	X	Annually & with changes
<b>Board Meeting Minutes</b>	Discuss CACFP annually and document in meeting minutes	GM 9	X	X	X	X	X	X	Annually
<b>SPONSORING ORGANIZATION RECORDS (Agencies with More Than One Site)</b>									
<b>Monitoring</b>	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
<b>Training</b>	<ul style="list-style-type: none"> <li>Train current staff at each site on required CACFP topics</li> <li>Train new CACFP staff during orientation</li> </ul>	GM 5 <i>Training Lesson</i>	X	X	X	X	X	X	Annually
<b>Claim Edit Checks</b>	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