Checklist of Required CACFP Documents  
Child Care Component

For forms or more information refer to: Child Care Guidance Memorandums and CACFP Webcast Trainings  
This checklist may not be all inclusive

Each site participating on the CACFP (Guidance Memo 8C)
- Post the “And Justice For All” poster in a place visible to the public
- Building for the Future Flier (Complete & post in place visible to public or include in enrollment packet)

Distribute to all current households and include in enrollment packets
- Household Size-Income Statement and Parent Letter (Guidance Memo 1C) (to each household)
- CACFP Enrollment form (Guidance Memo 6C) (for each child)
- Infant Menu and Infant Meal Pattern (Guidance Memo 12C) (to families with an infant, if not posted)

Complete Annually – Civil Rights Documents (Guidance Memo 8C)
- Complete the Ethnic and Racial Data Form
- Conduct Civil Rights training to all staff that interact with program applicants or participants and those who supervise these staff (required training handout on Guidance Memo Website, under 8C)

Update Annually
- Distribute a new and current Fiscal Year Household Size-Income Statement (HSIS) and Parent Letter for all enrolled children (Guidance Memo 1C). Collect and determine HSIS. These documents are revised each year in July (All households must complete new forms each year)
- CACFP Enrollment form for each enrolled child (Guidance Memo 6C) (Updated by parents/guardians)
- On-line Contract (also update any time changes occur; refer to Guidance Memo 9C)
- WIC Fact Sheet with the current WIC income eligibility guidelines (Guidance Memo 9C) (Does not apply to Outside of School Hours sites)

Complete Monthly and keep on file
- Household Size-Income Record (Guidance Memo 1C)
- Reimbursement Claim (Submit On-line) (Guidance Memo 3C)
- Dated Menus: List WGR items, cereal names, and specific fruits and vegetables (note changes on menu) (Guidance Memo 12C)
- Expense documentation including receipts, invoices, payroll records for CACFP staff, and CACFP expense tracking system, i.e., DPI General Ledger, other accounting program, etc. (Guidance Memo 11)

Complete Daily and keep on file with claim records for the month
- Production Records (Guidance Memos 9C and 12C)
- Time of Service Meal Count Forms (Guidance Memo 9C)
- Infant Meal Forms (if applicable) (Guidance Memos 9C and 12C)
- Daily Attendance Records (Guidance Memo 9C)

Meal Support Documentation
- Product Information (package, picture or copy of product package including the name of item, Nutrition Facts Label and Ingredients) for the following items (if served):
  - 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) and pre-cooked foods containing fillers (e.g. meatballs)

CACFP Financial Report (Guidance Memorandum 11)
- All independent centers - submit annually online (due November 1)
- All sponsoring organizations – submit quarterly online (due Mar 1, June 1, Sept 1, Dec 1)

Sponsoring Organizations only (2 or more sites participating in the CACFP) (Guidance Memo 5C)
- Claim Edit Checks (Guidance Memo 3C and 5C)
- Monitoring documentation for each site (CACFP Pre-operational Visits and CACFP Reviews)
- Annual training for all staff with CACFP responsibilities