

Checklist of Required CACFP Documents for the At Risk Afterschool Component

For forms or more information refer to: [At Risk 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*)

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 the program applicants or participants and those who supervise these staff (*required training handout on Guidance Memo Website, under 8C*)

Update Annually

- On-line Contract (*also update anytime changes occur; refer to Guidance Memo 9C*)

Complete Monthly and keep on file

- 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 Counts (*Guidance Memo 9C*)
- 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 (PI-1463) - submit annually (due November 1)
- All sponsoring organizations (PI-1463-A) – submit quarterly (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 (also *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