



REQUIRED DOCUMENTS LIST

Form / Record	Requirement(s)	Location	CC	HS	OS	AR	ES	ADC	Frequency
INFANT MEALS									
Infant Meal Forms	<ul style="list-style-type: none"> Record meal counts for infants at the time of service (<i>after a reimbursable meal has been served</i>) Complete one form for each infant each month 	GM 12	X	X	X		X		Daily / Compile Monthly
Infant Meal Pattern & Infant Menu	Post in visible location or distribute to families	GM 12	X	X	X		X		Ongoing
CIVIL RIGHTS (Required for each site)									
And Justice for All Poster	<ul style="list-style-type: none"> Post in visible location at each site Post at admin office (<i>if different than site</i>) 	GM 8	X	X	X	X	X	X	Ongoing
Building for the Future Flier	Post in visible location or distribute	GM 8	X	X	X	X	X		Ongoing
CACFP Information Sheet	Post in visible location or distribute	GM 8						X	Ongoing
Race & Ethnicity Data Form	Complete for each site	GM 8	X	X	X	X	X	X	Annually
Nondiscrimination statement (NDS)	Include NDS and complaint filing procedures where CACFP or USDA is referenced (<i>Center Policies/Handbook, Website</i>)	GM 8	X	X	X	X	X	X	Ongoing
Civil Rights Training	<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									
Receipts/Invoices	<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
Food Donations/ Farmers Market	<ul style="list-style-type: none"> Record food donations (<i>e.g. list of foods donated, date, etc.</i>) Farmer's market purchases (<i>e.g. date, list of foods, cost, etc.</i>) 	GM 11	X	X	X	X	X	X	As Needed / Monthly
Record of Monthly CACFP Expenses	Track CACFP expenses and income (<i>DPI General Ledger, report from accounting software, etc.</i>)	GM 11	X	X	X	X	X	X	Monthly
Labor Time Sheets	Complete for employees not 100% CACFP showing time spent on CACFP tasks	GM 11	X	X	X	X	X	X	Daily
Payroll Records	Documentation for employees whose wages are paid with CACFP reimbursement	GM 11	X	X	X	X	X	X	Monthly
Financial Reports	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									
WIC Fact Sheet	Post in visible location or distribute	GM 9	X	X					Annually
Online Contract	Renew each October and update as needed	GM 9	X	X	X	X	X	X	Annually & with changes
Board Meeting Minutes	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)									
Monitoring	Pre-op visits: new sites, sites closed 1+ mo, sites that move	GM 5	X	X	X	X	X	X	As Required
	Monitoring visits at each sponsored site								3 X/year or As Required
Training	<ul style="list-style-type: none"> Train current staff at each site on required CACFP topics Train new CACFP staff during orientation 	GM 5	X	X	X	X	X	X	Annually
Claim Edit Checks	Complete and document required edit checks monthly, for each site prior to submitting the claim	GM 5	X	X	X	X	X	X	Monthly