



# Requirements Checklist

This document lists CACFP requirements and resources. Use to ensure CACFP requirements are met.

## RESOURCES

**Guidance Memorandums (GM):** Serve as the CACFP instruction manual in WI. Forms and resources that are *italicized* in this document can be found on the GM webpage under the GM indicated at the top of each section. Bookmark the GM webpage. Review updates when sent from DPI.

**Training:** E-Learning Courses include lessons on CACFP requirements. They may be used to train staff. Click on the appropriate E-Learning for your program below.  
[E-Learning for CC, OS, ES](#)                      [E-Learning for AR](#)                      [E-Learning for ADC](#)

## ABBREVIATION KEY

The abbreviation key identifies types of CACFP programs. Each section of this checklist identifies applicable programs. If your program is not listed, it does not apply.

**CC:** Child Care    **HS:** Head Start    **OS:** Outside of School Hours Care    **AR:** At Risk    **ES:** Emergency Shelter    **ADC:** Adult Day Care    **ALL:** Applies to all types

Check off the box in the left column when the requirement is met. Train staff on applicable CACFP requirements. Contact your [assigned consultant](#) with questions.

| (✓)  | Requirements   |
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| <b>Administrative Requirements (Guidance Memorandum 9) - ALL</b>                         |  |
|  | All CACFP records must be retained on file for three Federal Fiscal Years (FFY) years plus the current FFY (Oct 1 through Sept 30). Refer to <a href="#">Required Documents List</a> for CACFP forms that must be completed daily, monthly, and annually. <ul style="list-style-type: none"> <li>Maintain an organized filing system for all CACFP records</li> </ul>  |
|  | Nonprofit agencies and any for profit agency that is required to have a governing board: <ul style="list-style-type: none"> <li>Verify the board is an independent board (detailed in GM 9). The board must be independent to participate on the CACFP</li> <li>CACFP must be discussed annually at a Board of Directors meeting and documented in the meeting minutes</li> </ul>  |
| <b>Household Size Income Statements (HSIS) (Guidance Memorandum 1) - CC, HS, OS, ADC</b> |  |
|  | A current HSIS must be on file for each participant claimed as Free or Reduced <ul style="list-style-type: none"> <li>Include current <i>HSIS</i> and <i>Household Letter</i> in enrollment packet for new families (new forms are updated under GM 1 each July)</li> <li>Annually distribute the most current HSIS and Household Letter to all families, then collect and determine</li> </ul>  |
|  | Use the <i>Instructions for Determining Income Statements</i> to determine the HSIS as F, R, N   |
|  | File HSIS in a binder alphabetically by last name OR file all Free income statements together, all Reduced together, and all Non-needy together; file all income statements in each section alphabetically.  |
|  | <b>Head Start (HS) Only Programs/Sites:</b> One of the following must be on file for Head Start participants. Choose one: <ul style="list-style-type: none"> <li><input type="checkbox"/> Copy of approved HS application for each child <b>OR</b></li> <li><input type="checkbox"/> List of names of HS participants and a certification statement that children are currently enrolled in a HS Program (signed by a HS employee authorized to provide certification for HS)</li> </ul> |

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| <b>Household Size Income Record (HSIR) (Guidance Memorandum 1) - CC, OS, ADC</b> |   |
|  | <b>Must list full name of all participants currently enrolled, in alphabetical order, last name first</b>   |
|  | <i>HSIR</i> must be completed monthly to support the enrollment data reported on the claim  |
|  | Participants on the HSIR must be listed as F, R, or NN as determined on the HSIS <ul style="list-style-type: none"> <li>If no HSIS is on file or the HSIS on file is incomplete, list the participant as non-needy</li> </ul> |



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| <b>Menus and Meal Pattern Compliance</b> (Guidance Memorandum 12: Meal Requirements) - <b>ALL</b>  |  |
|  | Review menus using the <i>Menu Checklist</i> prior to submitting a monthly claim <ul style="list-style-type: none"> <li>• Noncompliant meals must not be included in the final meal count totals submitted on the claim</li> <li>• Make updates to future menus to ensure they meet CACFP requirements</li> <li>• Meal substitutions must be documented on the menu kept on file with claim</li> </ul> |
|  | Menu must be posted in the kitchen and in a visible place accessible to families   |
|  | Product labels for cereal, whole grain rich items, yogurt, and tofu must be maintained on file <ul style="list-style-type: none"> <li>• Product label, or picture/copy of product label, that includes the name and brand of item, Nutrition Facts, and Ingredients</li> </ul>   |
|  | Child Nutrition (CN) Labels and/or Product Formulation Statements (PFS) must be on file for store-bought combination foods (ex. chicken nuggets, fish sticks, meatballs), if not currently on file <ul style="list-style-type: none"> <li>• If a CN Label or PFS cannot be obtained or on file, do not serve these items</li> </ul>  |
| <b>Special Dietary Needs</b> (Guidance Memorandum 12: Special Dietary Needs) - <b>ALL</b>          |  |
|  | <b>Children with a physical or mental impairment (disability):</b> A valid medical statement signed by a state Licensed Healthcare Professional authorized to write medical prescriptions (Physician, Physician Assistant, Nurse Practitioner (APNP)) must be on file <ul style="list-style-type: none"> <li>• Appropriate accommodations <u>must</u> be provided by the agency</li> </ul>             |
|  | <b>Children with a non-disability request:</b> A written statement from the family that specifies family's dietary preference must be on file <ul style="list-style-type: none"> <li>• Accommodations must meet CACFP meal pattern requirements to claim the meal/snack.</li> <li>• Families can provide one creditable component.</li> </ul>  |
|  | The <i>Special Dietary Needs Tracking Form</i> must be completed and on file for each participant with a disability or non-disability request. <ul style="list-style-type: none"> <li>• Agency completes, not the family</li> </ul>  |
| <b>Production Records</b> (Guidance Memorandum 12: Meal Requirements) - <b>CC, HS, OS, ADC, AR</b> |  |
|  | <i>Production Records</i> must be completed to document the amount of food prepared for each approved meal/snack   |
|  | The tools below assist in determining correct amounts of food to prepare/purchase: <ul style="list-style-type: none"> <li>• <i>Instructions for Production Records</i></li> <li>• <i>Meal Requirements Calculator</i>: minimum amount of food required</li> <li>• <i>Food Buying Guide Calculator</i>: how much food to purchase and prepare</li> </ul>  |
| <b>Meal Service and Time of Service Meal Counts (Ages 1+)</b> (Guidance Memorandum 9) - <b>ALL</b> |  |
|  | A reimbursable meal must be served to participants for the meal service method used (i.e. pre-plated, family style, cafeteria style) <ul style="list-style-type: none"> <li>• Refer to GM 12 and <i>Meal Service Styles Handout</i> for more information</li> </ul>  |
|  | An appropriate meal count sheet must be used for the number of meals your agency is claiming: <ul style="list-style-type: none"> <li>• CC, HS, OS, ADC, ES: <i>Meal Count Form (Three or Less Meals)</i> or <i>Greater Than Three Meals Record</i></li> <li>• At-Risk: <i>Meal Count Lunch/Supper - Weekly</i>, <i>Meal Count Snack - Weekly</i>, or <i>Meal Count All Meals - Daily</i></li> </ul>    |
|  | Record meal counts for participants (1+ years) at the time of service (after a reimbursable meal has been offered and served)  |
|  | Each enrolled participant can only be claimed for two meals & one snack or two snacks & one meal per day   |



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| <b>Infants</b> (Guidance Memorandum 12: Meal Requirements Infants) - <b>CC, HS, OS, ES</b> |  |
|  | Appropriate foods must be offered to infants: Purchase a minimum of one type of iron-fortified infant formula (IFIF), iron-fortified infant cereal (IFIC), and baby foods and/or table foods (fruit, vegetable, meat/meat alternate, and grains) in the appropriate textures   |
|  | The <i>Infant Menu</i> indicating the formula and foods offered must be completed  |
|  | The completed <i>Infant Menu</i> and <i>Infant Meal Pattern</i> must be posted in each infant room   |
|  | Families must be notified of the type of IFIF and infant foods offered (choose one of the following): <ul style="list-style-type: none"> <li><input type="checkbox"/> Distribute the completed <i>Infant Menu</i> &amp; <i>Infant Meal Pattern</i> <b>OR</b></li> <li><input type="checkbox"/> Post the completed <i>Infant Menu</i> &amp; <i>Infant Meal Pattern</i> in a location visible to families of infants</li> </ul>  |
|  | An <i>Infant Meal Form</i> must be completed for each infant <ul style="list-style-type: none"> <li>• Meal counts must be recorded at the time of service when creditable foods are served, and agency supplies all or all but one component. (After a reimbursable meal is offered and served)</li> </ul>   |
| <b>WIC Information</b> (Guidance Memorandum 9) - <b>CC, HS</b>                             |  |
|  | <b>Child Care and Head Start Sites only:</b> WIC information must be made available to families. Use the DPI <i>WIC Fact Sheet</i> or another WIC brochure with current income guidelines. (WIC income guidelines are updated annually). Choose one of the following methods: <ul style="list-style-type: none"> <li><input type="checkbox"/> A copy of WIC information is posted at each site in a location where families can see it (ex. parent bulletin board) <b>OR</b></li> <li><input type="checkbox"/> A copy of WIC information is included in the enrollment packet</li> </ul> |
| <b>CACFP Enrollment Forms</b> (Guidance Memorandum 6) - <b>CC, HS</b>                      |  |
|  | The <i>CACFP Enrollment Form</i> must be on file for all enrolled participants, unless meeting other requirements outlined in GM 6   |
| <b>Financial Management</b> (Guidance Memorandum 11) - <b>ALL</b>                          |  |
|  | An acceptable business method must be used to pay for CACFP expenses (i.e. debit card, credit card, or check system) <ul style="list-style-type: none"> <li>• Cash <b>CANNOT</b> be used to pay for CACFP expenses, including paying staff</li> </ul>  |
|  | Receipts/invoices of all CACFP food and CACFP non-food purchases must be kept on file with CACFP records   |
|  | CACFP food & nonfood/kitchen supplies must be marked <u>on receipts/invoices</u> and totals of each category written on receipt/invoice <ul style="list-style-type: none"> <li>• Unallowable expenses (i.e. non-creditable foods, personal items, other program supplies) <b>CANNOT</b> be counted as CACFP costs</li> </ul>   |
|  | A system must be in place to track CACFP expenses <ul style="list-style-type: none"> <li>• If using QuickBooks or other accounting program, create subaccounts (i.e. CACFP Food, CACFP Nonfood/Kitchen Supplies)</li> <li>• If you do not have a system, you may use the DPI <i>General Ledger</i></li> </ul>  |
|  | If CACFP funds pay for employee wages: <ul style="list-style-type: none"> <li>• For employees who only perform CACFP tasks (ex. cooks, food service employees), payroll records, including timesheets and W-2 statements, showing how much the employee was paid must be on file</li> <li>• For employees not 100% CACFP (ex. cook who helps in the classroom) payroll records, including timesheets and W-2 statements, must be on file as well as <i>Daily Time Logs</i> to show time spent on CACFP tasks and to support the wages charged to CACFP</li> </ul>                        |
|  | <b>CACFP Financial Reports:</b> All agencies must submit the CACFP Financial Report online. Independent agencies submit an annual report and Sponsoring Organizations submit quarterly reports. Maintain the support documentation for the financial reports on file.  |



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| <b>Civil Rights (Guidance Memorandum 8) - ALL</b>   |  |
|   | Post 11" X 17" <i>And Justice For All</i> poster in location visible to public (ex. parent bulletin board) at <b>each site</b> & admin office (if in a building separate from a site).   |
|   | <b>ALL but ADC:</b> The <i>Building for the Future Flier</i> must include the agency's contact information. In addition to this, choose one of the following: <ul style="list-style-type: none"> <li><input type="checkbox"/> A completed copy is posted at each site in a location where families can see it (ex. bulletin board) <b>OR</b></li> <li><input type="checkbox"/> A completed copy is included in the program's enrollment packet</li> </ul>  |
|   | <b>ADC ONLY:</b> The <i>CACFP Information Sheet</i> must include the agency's contract information. In addition to this, choose one of the following: <ul style="list-style-type: none"> <li><input type="checkbox"/> A completed copy is posted at each site in a location where families can see it (ex. bulletin board) <b>OR</b></li> <li><input type="checkbox"/> A completed copy is distributed to eligible participants and their families</li> </ul>  |
|   | The <i>Race and Ethnicity Data Form</i> must be completed for each site and kept on file. Complete this form annually.   |
|   | The full <i>USDA non-discrimination statement and complaint filing procedure</i> must be included where USDA or CACFP is mentioned (ex. parent handbook, website). The full statement is under GM 8. Use the short version 'This institution is an equal opportunity provider' on smaller documents (ex. brochure, ad in paper).   |
|   | USDA Civil Rights Training must be completed with CACFP staff and supervising staff before starting CACFP responsibilities and annually thereafter. Use the <i>Civil Rights Training Handout</i> and <i>Training Attendance Agenda</i> to document training and staff attendance.  |
| <b>Parent Handbook/Center Policies - CC, HS</b>   |  |
|   | The Parent Handbook and/or Center Policies must comply with CACFP Requirements: <ul style="list-style-type: none"> <li>• If the CACFP Meal Pattern is included, it must be the correct and current version (GM 12)</li> <li>• Include the full non-discrimination statement and complaint filing procedures (GM 8) if the USDA and/or CACFP is mentioned</li> <li>• Remove language that requires families to supply food/formula</li> </ul>   |
| <b>Vendor Agreement for agencies vending meals from an outside source (If Applicable) (Guidance Memorandum 4) - ALL</b> |  |
|   | Competitive price quotes from at least 2-3 vendors must be obtained and documented on the <i>Record of Potential Vendors Contacted</i> <ul style="list-style-type: none"> <li>• If purchasing meals from a school (public or private) that is participating on NSLP, price quotes are not required</li> </ul>  |
|   | Complete the <i>CACFP Vendor Agreement to Provide Meals and Snacks</i> (vendor and agency must sign)   |
|   | Upload signed Vendor Agreement into the CACFP contract   |
| <b>Sponsoring Organizations only (2 or more sites participating on the CACFP) (Guidance Memorandum 5)</b>               |  |
|   | Monitoring staff must complete a pre-operational visit, using the <i>CACFP Preoperational Visit Form</i> , for (1) Sites that are new to the CACFP sponsorship, (2) Sites that move to new locations, and (3) Sites that close for more than one month   |
|   | New sites and sites that move to new locations must receive the first review within the first four weeks of CACFP operation (use the <i>CACFP Site Review Form</i> )   |
|   | Monitoring staff must complete a minimum of three reviews at each site every FFY (October 1 - September 30), except when sites do not operate year-round. <b>Site Review Requirements:</b> <ul style="list-style-type: none"> <li>• At least two of the three reviews must be unannounced (UA) (no prior notification)</li> <li>• At least one of the UA reviews must include a meal observation</li> <li>• No more than six months may elapse between reviews</li> <li>• Timing of UA reviews must vary so they are unpredictable to the sites (i.e. do not conduct reviews at different sites on the same day. Do not conduct reviews in the same months each year)</li> </ul> |
|   | All CACFP staff must be trained on required topics prior to beginning CACFP operations and annually thereafter. Use the <i>CACFP Training Checklist</i> to document date of training, topics covered, and staff attendance   |