CACFP Records

Current Fiscal Year
October 1 – September 30

Use the following guidelines to assist you in organizing and filing CACFP Records behind each tab.

- **Household Size Income Record (HSIR)**
  - Keep on file to be updated and reviewed each month for claim
  - List participants in alphabetical order by last name (best practice)
    - Add newly enrolled participants each month
      - Record participants on the HSIR as Non-Needy until a complete and valid HSIS is on file for Free or Reduced
  - If a participant stops attending <u>DO NOT remove</u> their name from the HSIR. Draw a line through the remaining months

- **Household Size Income Statements (HSIS)**
  - File in the same order as the names are listed on the HSIR, alphabetically.

    OR
  - File all Free income statements together, all Reduced together and Non-needy together. File all income statements in each section alphabetically.
  - <u>DO NOT remove</u> any HSIS during the fiscal year, even when a participant no longer attends (you may remove HSIS at the beginning of a new fiscal year)

- **CACFP Enrollment Forms**
  - File in the same order as the names listed on the HSIR

- **CACFP Expenses and Receipts**
  - Monthly Journal Ledgers (one ledger for each month)
    - Receipts/invoices for food and non-food purchases
    - Labor cost documentation
      - Cost allocation plans (if not 100%), time studies, work schedule, payroll
    - Other costs documentation (Utilities, contract costs, etc.)

- **CACFP Financial Report**
  - Independent – Annual report from previous fiscal year
  - Sponsoring Organizations – Quarterly reports from current and previous fiscal years
  - Support documentation for amounts reported on the annual/quarterly reports

- **Civil Rights Documentation**
    - Initial Year
        - Copy of 2 **Grassroots/Minority Organization Letters** - record where sent and when

    - Annual Requirements
        - **Racial and Ethnic Data Form**
        - Documentation of Annual Civil Rights training for staff
            - Resource(s) used
            - Complete **CACFP Training Agenda** and **Attendance Sign In**

- **Application/Agreement**
    - Permanent Agreement (PI-1486) **(stays on file forever)**
    - Copy of current year's '*CONTRACT SUCCESSFULLY SUBMITTED TO DPI'* page from online contract
    - Annual contract approval letter from DPI

- **CACFP Monthly Claim Documentation**
  Each monthly claim must be supported by the following **support documentation**:
    - Online claim submittal sheet (print when claim is submitted)
    - Claim worksheet (GM 3C)
    - Menus for the month (include substitutions, changes, updates)
    - Production Records
    - Meal Count Records
        - <u>Sum</u> total of time-of-service meal counts
        - Daily Participation Record and Monthly Meal Count Summary *OR* Greater Than Three Meals Record
        - Infant Meal Forms