



## CACFP REQUIRED DOCUMENTS LIST

This list includes CACFP forms/records each type of program must complete and the frequency of completion. Forms and records are under the [Guidance Memorandum \(GM\)](#) indicated in the *Location* column. Retain all CACFP records for 3 years plus the current Federal Fiscal Year (October 1 – September 30).

The abbreviation key below identifies each type of CACFP program.

<b>CC:</b> Child Care	<b>AR:</b> At Risk
<b>HS:</b> Head Start	<b>ES:</b> Emergency Shelter
<b>OS:</b> Outside of School Hours Care	<b>ADC:</b> Adult Day Care

An X under the 'CC, HS, OS, AR, ES, ADC' column in the table below indicates the forms/records and requirements that apply to that program. *This checklist may not be all-inclusive.*

Form / Record	Requirement(s)	Location	CC	HS	OS	AR	ES	ADC	Frequency
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### ENROLLMENT RECORDS

<b>Household Size Income Statement (HSIS)</b>	<ul style="list-style-type: none"> <li>Distribute to all households</li> <li>Must be on file for all participants claimed free/reduced</li> <li>Valid for one year, collect new forms annually</li> </ul>	GM 1	X		X			X	Annually
<b>Household Letter</b>	Distribute with HSIS	GM 1	X		X			X	Annually
<b>Documentation of Head Start Children</b>	Applicable if site is a Head Start or has Head Start children enrolled in wrap around care	GM 1	X	X	X				Annually
<b>Household Size Income Record (HSIR)</b>	<ul style="list-style-type: none"> <li>List enrolled participants as N/R/F based on HSIS</li> <li>Complete monthly based on CACFP enrollment policy</li> </ul>	GM 1	X		X			X	Monthly Start new HSIR in Oct.
<b>CACFP Enrollment Form</b>	Collect enrollment information (normal days, hours, meals)	GM 6	X	X					Annually
<b>List of eligible participants</b>	Participant's name, date of birth, and dates of residency	GM 6					X		Daily/Monthly
<b>Attendance Records</b>	Maintain daily records of attendance	GM 9	X	X	X	X		X	Daily

### MEAL DOCUMENTATION

<b>Menus</b>	<ul style="list-style-type: none"> <li>Daily &amp; dated with substitutions for each meal service</li> <li>Meals meet CACFP meal pattern requirements and menu documentation requirements</li> </ul>	GM 12	X	X	X	X	X	X	Daily/Monthly
<b>Production Records</b>	Document specific foods and total quantity of food prepared for each approved meal/snack	GM 12	X	X	X	X		X	Daily/Monthly
<b>Special Dietary Needs (SDN) Documents</b>	<ul style="list-style-type: none"> <li>Medical statement for meals not meeting meal pattern</li> <li>Family statement for non-disability SDN requests</li> <li>Complete SDN Tracking Form* for each participant accommodated for disability or non-disability request</li> </ul>	GM 12	X	X	X	X	X	X	Ongoing
<b>Product Package Information</b>	Keep on file for cereal, whole grain rich, yogurt, and tofu*	GM 12	X	X	X	X	X	X	Ongoing
<b>CN Labels and Product Formulation Statements</b>	Keep on file for store bought combination foods and processed meats (i.e., chicken nuggets, pizza, meatballs, etc.)	GM 12	X	X	X	X	X	X	Ongoing
<b>Meal Count Records</b>	Record meal counts at the time of service (at time or immediately after a reimbursable meal has been served)	GM 9	X	X	X	X	X	X	Daily / Compile Monthly

\*School Food Authorities (SFA) operating At-Risk Afterschool Meals do not need complete the SDN Tracking Form and SFAs following the NSLP meal pattern do not need to maintain labels for breakfast cereal, yogurt, or tofu.

### VENDED MEALS (Agencies purchasing meals from an outside source)

<b>Vendor Agreement</b>	Execute agreement between facility and vendor	GM 4	X	X	X	X	X	X	Annually
<b>Vended Meals</b>	Obtain delivery records or production records from vendor	GM 4	X	X	X	X	X	X	Daily

### OTHER RECORDS

<b>WIC Fact Sheet</b>	Post in visible location or distribute	GM 9	X	X					Annually
<b>Online Contract</b>	Renew each October and update as needed	GM 9	X	X	X	X	X	X	Annually / Ongoing
<b>Board Meeting Minutes (if applicable)</b>	Discuss CACFP annually and document in meeting minutes	GM 9	X	X	X	X	X	X	Annually



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### INFANT MEALS

Infant Meal Forms	<ul style="list-style-type: none"> <li>Record meal counts for infants at time of service (<i>at time or immediately after a reimbursable meal has been served</i>)</li> <li>Complete one form for each infant each month</li> </ul>	GM 12	X	X	X		X		Daily / Compile Monthly
Infant Meal Pattern and Infant Menu	<ul style="list-style-type: none"> <li>Post in infant room</li> <li>Post in location visible to families or distribute to families</li> </ul>	GM 12	X	X	X		X		Ongoing

### CIVIL RIGHTS *(complete for each site)*

And Justice for All Poster	<ul style="list-style-type: none"> <li>Post in visible location at each site</li> <li>Post at admin office (<i>if different than site</i>)</li> </ul>	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 and Ethnicity Data Form	Complete for each site	GM 8	X	X	X	X	X	X	Annually
Nondiscrimination statement (NDS)	Include NDS 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"> <li>Complete with current staff and new staff when hired</li> <li>Record date, attendees, and keep copies of training resources used</li> </ul>	GM 8	X	X	X	X	X	X	Annually

### FINANCIAL

Receipts/Invoices	<ul style="list-style-type: none"> <li>Dated, itemized receipts for food, kitchen supplies</li> <li>Identify costs on receipts and take out unallowable costs</li> </ul>	GM 11	X	X	X	X	X	X	Ongoing
Food Donations/ Farmers Market	<ul style="list-style-type: none"> <li>Record food donations (<i>list of foods donated, date, etc.</i>)</li> <li>Farmer's market purchases (<i>date, list of foods, cost, etc.</i>)</li> </ul>	GM 11	X	X	X	X	X	X	As needed by month
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 for CACFP Staff	Complete for staff not 100% CACFP showing time spent on CACFP tasks	GM 11	X	X	X	X	X	X	Daily
Payroll Records	For staff whose wages are paid w/ CACFP reimbursement	GM 11	X	X	X	X	X	X	Monthly
Financial Report – Independent Centers	CACFP Annual Financial Report	GM 11	X	X	X	X	X	X	Annually (Nov. 1)
Financial Reports – Sponsoring Orgs.	CACFP Quarterly Financial Reports	GM 11	X	X	X	X	X	X	Quarterly Mar 1, Jun 1, Sep 1, Dec 1

### SPONSORING ORGANIZATION RECORDS *(Agencies with More Than One Site)*

Monitoring	<ul style="list-style-type: none"> <li>Pre-op visit: new sites, sites closed 1+ mo, sites that move</li> <li>Monitoring visits at each sponsored site</li> </ul>	GM 5	X	X	X	X	X	X	Pre-op: As required Monitoring: 3x/year
Training	<ul style="list-style-type: none"> <li>Train current staff at each site on required CACFP topics</li> <li>Train new CACFP staff during orientation</li> </ul>	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 3 & 5	X	X	X	X	X	X	Monthly

For training on CACFP requirements, go to the applicable CACFP E-Learning Course for your program:

- [Child Care Centers, Outside of School Hours, Emergency Shelters, and Head Starts](#)
- [Adult Day Centers](#)
- [At-Risk Afterschool Programs](#)