



CACFP Document Checklist

Monthly:

- ☐ Income Applications/Enrollment forms for any newly enrolled child.
- ☐ Master Roster for all children claimed for review month.
- ☐ Records of meals and snacks served for the month that support your claim.
- ☐ Menu and/or Production Records for every meal claimed during the month.
- ☐ Invoices and grocery receipts (maintain and keep on file).
- ☐ Time-in/time-out sheets for all children for the month.
- ☐ Check stubs or Bank Statements from direct deposit for CACFP payments you have received from DPI.
- ☐ Claims submitted by the 10th of every month are paid within the same month. You can have 60 calendar days to submit claims before you are locked out.

Annually:

- ☐ Income Application/Enrollment Forms for all children enrolled in care must be updated annually.
- ☐ Racial Ethnic Data Collection Form.
- ☐ Annual CACFP all-staff training.
- ☐ Annual CACFP Civil Rights training.
- ☐ Meal Modification documentation, as applicable, for children with altered diets (meal modification forms are valid once signed by a licensed medical professional for as long as the child is in your care).

Sponsor of Centers:

- ☐ Complete sponsor's monitoring reviews 3 times per year at each site.

Tips for being successful in the CACFP:

- Be organized; have all records ready.
- Make sure your paperwork is complete and accurate.
- All CACFP-related documentation must be kept on file for 3 years + the current year.

***Remember: "If it's not written
down, it didn't happen."***