

Child and Adult Care Food Program Review Checklist

During the Child and Adult Care Food Program review, the state agency will review program records for compliance with federal and state regulations. The following checklist will assist in preparing for the review. Records for the current fiscal year must be available for review.

Forms and program requirements can be obtained on the Nutrition Programs website located at <http://www.isbe.net/nutrition>. On the website, click on *Forms, Documents, and Resources*, and select *Child and Adult Care Food Program (CACFP)*.

Record Keeping

____ Records must be maintained for three years plus the current year.

____ Daily attendance records will be evaluated.

____ Enrollment documentation for all children will be evaluated.

____ Information on annual staff training must include:

- Date and location
- Topics presented
- Names of participants

____ Documentation of civil rights training to frontline staff and supervisors must be available for review.

Approval for Free and Reduced-Price Meals

Approval Based on Household Eligibility Applications

____ Eligibility certificates from the Illinois Department of Human Services certifying a child receives food stamp benefits may be used in place of Household Eligibility Applications.

- If there is more than one child in the household, each child must have their own certificate on file.
- The approval must be documented on the eligibility certificate with the signature of the determining official and the date of eligibility.

____ Income applications must contain the required information:

- Names of all household members
- All household income and how frequently received
- Signature of an adult household member
- Social security number of the adult household member who signs the application

____ Temporary Assistance for Needy Families (TANF) or food stamp applications must contain the required information:

- **Accurate** case number
- Signature of an adult household member

_____ A separate application must be on file for each foster child and contain the required information:

- Personal use income for the foster child or “0” if the child has no personal use income
- Signature of an adult household member

_____ Applications must be correctly approved for free and reduced-price meals based on the current United States Department of Agriculture (USDA) income guidelines.

_____ Documentation of official action must be on all applications. This includes the designation of category, signature of approving official, and an effective date.

Head Start/Even Start Eligibility Documentation

_____ A current list of Head Start/Even Start children must be available. The list must include a statement certifying the children are currently enrolled as participants. This must be signed and dated by a Head Start/Even Start staff member.

Emergency/Homeless Shelters

_____ Eligibility/intake documentation must be available for each child claimed.

Claim for Reimbursement

_____ Current fiscal year’s monthly Claims for Reimbursement of each site must be available for review.

_____ Daily Meal Participation Records must be available to support each site’s Claims for Reimbursement.

_____ If applicable, the private for-profit eligibility documentation that supports each site’s 25 percent eligibility must be available for review.

Meal Count Procedures

_____ Meal counts must be recorded accurately at meal service time.

_____ Counts must be recorded for program and non-program adults.

Menus and Meal Service

_____ Menu records for infant and children’s meals must identify the meal components for all meal services and the date each menu was served.

_____ Meals observed on the day of review must contain all required components in the proper serving sizes.

_____ Infant Formula/Food Waiver Notifications must be available.

Expenditures

___ The following expenditure documentation will be evaluated:

- Cash disbursements journal
- Itemized receipts for food/milk
- Itemized receipts for nonfood supplies
- Documentation of operational and administrative labor including personnel activity reports and payroll records
- Depreciation allowance (if applicable)
- Documentation of overhead expenditures

___ An evaluation of milk/vended meal purchases will determine if adequate quantities have been purchased.

___ Documentation to demonstrate a non-profit food service program (Monthly Profit/Loss Summary) must be maintained by the sponsor.

Civil Rights

___ Data regarding the target population by ethnic/racial category must be on file.

___ Ethnic/racial category data regarding the beneficiaries of the program must be on file.

___ The following public notification requirements must be fulfilled:

- USDA-approved poster must be displayed
 - Informational materials must be made available in the appropriate translation, as needed
 - *Building for the Future* brochure must be posted
 - Program materials must include the nondiscrimination statement and the procedure for filing a complaint
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Sanitation

___ Sanitation procedures must be correctly implemented.

___ Board of Health sanitation reviews must be maintained.

___ Board of Health citations must be corrected.

Multi-Site Sponsors

___ Documentation of the three required annual monitoring visits must be maintained.

___ Documentation of Pre-Operational Visits for each new site must be maintained.

___ If household contacts have been conducted, documentation of the process must be available for review.

_____ Documentation of the three required meal count edit checks must be available. The three required edit checks are:

- Approved meal services
- Maximum number of meals
- Block claiming

_____ The sponsor must maintain information concerning disbursements of funds to each site (if applicable).

_____ The following documentation for each site must be available for review at the sponsor's office:

- Eligibility documentation for free and reduced-price meals.
- Daily Meal Participation Records.
- If applicable, private for-profit eligibility attachment and documentation that supports each site's 25 percent eligibility.