

Child and Adult Care Food Program Review Checklist

During the Child and Adult Care Food Program (CACFP) 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, scroll down and click on *CACFP, Child and Adult Care Food Program*. On this screen, click on *Child Care Institutions* and then click on *Forms, Documents, and Resources*.

Record Keeping

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

___ Daily attendance and sign-in/sign-out records will be evaluated.

___ CACFP enrollment documentation for all children will be evaluated.

___ Information on annual staff training must include:

- Date and location
- Topics presented
- Names of participants

___ Contracts or Small Purchase Agreements for vended meals will be reviewed.

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

Eligibility Documentation

___ Documentation for children directly certified will be evaluated.

___ 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
- Last four digits of the social security number of the adult household member who signs the application

___ Temporary Assistance for Needy Families (TANF) or Supplemental Nutrition Assistance Program (SNAP) applications must contain the required information:

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

- _____ Adequate eligibility for foster children must be on file. Documentation may include:
- A copy of the current legal document from DCFS, court, or foster care agency.
- OR**
- A current Household Eligibility Application which includes:
 - The name of the foster child.
 - Box checked to apply for the foster child or children. More than one foster child may be included on a single application.
 - The signature of an adult guardian with whom the foster child(ren) resides.

_____ 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.

_____ For Head Start/Even Start centers, a current list of Head 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 staff member.

_____ For emergency/homeless shelters eligibility/intake documentation must be available for each child claimed.

Claim for Reimbursement

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

_____ Daily Meal Participation Records must be available to support each site's Claim 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 infants and children from 1 through 12 years of age 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.

_____ Medical statements must be on file for substitutions made to a child's meal.

Expenditures

_____ The following expenditure documentation will be evaluated:

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

_____ 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

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

_____ Multi-site sponsors must adequately train the monitoring staff. The training topics must include:

- Meal pattern requirements
- Meal counting procedures
- Claims submissions and edit checks
- Recordkeeping requirements
- An explanation of the program's reimbursement system
- Civil rights

_____ 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 two required meal count edit checks must be available. The three required edit checks are:

- Approved meal services
- Maximum number of meals

_____ 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.