

Illinois State Board of Education  
Nutrition Department  
Child and Adult Care Food Program  
**Annual Documents Checklist**

**Fiscal Year** \_\_\_\_\_

(October 1, 20XX – September 30, 20XX)

**WINS Documentation (all sponsors)**

- ☐ Sponsor Questionnaire
- ☐ Permanent Agreement
- ☐ Site Questionnaire
- ☐ Approval Letter
- ☐ Annual Financial Report

**Additional WINS Documentation (multi-site sponsors only)**

- ☐ Budget
- ☐ Sponsor Review
- ☐ Monitoring Review Schedule
- ☐ Bylaws
- ☐ Organizational Chart
- ☐ Mission Statement
- ☐ Conflict of Interest Employee Policy

**Program Documentation**

- ☐ Enrollment Forms (67-98)\* (At-risk, license-exempt outside school hours and emergency shelter programs are exempt.)
- ☐ Household Eligibility Applications and Instructions (69-88)\* (Head Start, Even Start, at-risk, and emergency shelter programs are exempt.)
- ☐ Electronic Direct Certification printouts from IWAS\* (Head Start, Even Start, at-risk, and emergency shelter programs are exempt.)
- ☐ Intake documentation\* (emergency shelters only)
- ☐ Master List (67-95); Master List for Emergency Shelters (67-92); Master List for Head Start or Even Start (65-10)\*
- ☐ Parent Letter (69-49) (Head Start, Even Start, at-risk, and emergency shelter programs are exempt.)
- ☐ Income Eligibility Guidelines (Head Start, Even Start, at-risk, and emergency shelter programs are exempt.)
- ☐ Medical Authority Modified Meal Request Form\*
- ☐ Infant Formula/Food Waiver Notifications\* (67-90)
- ☐ Ethnic and Racial Data Collection Document
- ☐ Monitor Review Forms (67-59) and/or At-Risk Monitor Forms (67-77) (multi-site sponsors only)
- ☐ Preapproval Visit Form (67-60) (multi-site sponsors adding a new site only)

**Training Documentation**

- ☐ Training Form (67-25)\*

**Financial Documentation**

- ☐ Vendor Contracts – Invitation for Bid and Contract (69-99) or the Contract Renewal Form and/or Informal Small Purchase Agreement (67-89) and/or School Agreement (68-62); Copy of Vendor Health Inspection Report  
Contract Certification Documents –
  - ☐ For NEW contracts: Bid-Rigging (68-65), Independent Price Determination (68-66), Debarment (85-34N)
  - ☐ if cost is OVER \$100,000- Lobbying (85-36N) & if applicable- Disclosure of Lobbying (85-37N)
  - ☐ For RENEWALS: Debarment (85-34N), Lobbying (85-36N) & if applicable- Disclosure of Lobbying (85-37N)
- ☐ A-133 Audit (only for not-for-profit institutions expending \$750,000 or more in federal funds in a fiscal year)

\*These documents are valid for 12 months upon completion but may be referred to monthly. Additionally, these documents must be collected or updated and maintained as new children enroll or as new staff are hired.