

ANNUAL CACFP-CENTER HEA/ENROLLMENT CHECKLIST

This checklist is provided for your convenience to ensure all important Child and Adult Care Food Program requirements are completed each year.

- _____ Ensure *CACFP Annual Enrollment Form* is on file for each child
(Not required for At-Risk After-School Snack/Supper Program or emergency shelter)

- _____ Distribute *Household Eligibility Application with Instructions* and *Parent Letter* to each child's parent or guardian not identified in the *Electronic Direct Certification System* (not required for Head Start/Early Head Start, At-Risk After-School Snack/Supper Program, or emergency shelter; and also, Even Start, if it meets requirements)

- _____ Review completed *Household Eligibility Applications* returned to the center; approve in appropriate category. Children identified in the *Electronic Direct Certification System* are not required to have an application on file.

- _____ Provide training to staff on CACFP requirements

- _____ Provide training to staff on civil rights requirements

- _____ Display *And Justice for All* poster

- _____ Display *Building for the Future* brochure

- _____ Display *Women, Infants, and Children (WIC)* Program information
(Not required for At-Risk After-School Snack/Supper Programs)